

DEPARTMENT OF THE ARMY
HEADQUARTERS UNITED STATES ARMY MATERIEL COMMAND
5001 Eisenhower Ave, Alexandria, VA 22333

AMC REGULATION
No. 740-17

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Storage and Supply Activities

PHYSICAL INVENTORY

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*This regulation supersedes AMCR 740-17, 1 March 1972; all communications (i.e., letters and messages) directing changes since 1 March 1972; letters, AMCDT-I, HQ, AMC, 15 Sep 71 and 18 Feb 72, subject: Standard Depot Inventory Organization; letter, AMCDT-I, HQ, AMC, 11 Nov 71, subject: Standard Inventory Organization for National Inventory Control Points (NICP's); and so much of AMCR's 740-22, 15 May 1972, and 740-23, 9 June 1972, as applies to the denial portion of the AMC Depot Report of Supply Performance (RCS AMCSU-220).

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CHAPTER 1

GENERAL

1-1. Purpose. This regulation prescribes policies, responsibilities, and procedures for conducting physical inventories, location surveys, and location record audits of wholesale stock.

1-2. Scope. This regulation applies to Headquarters, US Army Materiel Command (AMC); AMC major subordinate commands (including subordinate installations and activities) to include accountable supply distribution activities (ASDA's), storage depots, depot activities, and the US Army Aeronautical Depot Maintenance Center (ARADMAC); except the US Army Test and Evaluation Command (TECOM). Applicable commodities are as prescribed in AR 740-26.

1-3. Policies. a. Storage depots and depot activities will establish and maintain custodial balance records for all stocks stored, to include updating through storage item data change actions and recording receipt, issue, and adjustment actions.

b. Physical inventory and inventory reconciliation will be accomplished, using custodial records and mechanical abilities to control in-float actions, on an "open for business as usual" basis; i.e., the inventory process will be conducted concurrently with other primary missions so as not to delay or interfere with receipt, issue, stock number change, or logistical transfer actions of items being inventoried. However, intradepot movements will be restricted to the extent possible.

c. To insure that effective controls are maintained over inventory functions, the following policies will be adhered to by the ASDA's:

(1) A central organizational element will be established or designated to schedule, request, and coordinate all types of inventories. Personnel from other organizational elements (i.e., item managers, program managers) will not be permitted direct contact with depots to request inventories or availability information. Requests for inventories and availability data will be routed to this central organization to be forwarded to the depots as required.

(2) Authorization to initiate unscheduled inventories or any type of request for asset availability will be limited to the accountable property officer and not more than four other

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personnel (for any one depot) from the centralized inventory organization. Each ASDA will provide a list of persons authorized to initiate such requests to each depot concerned. Depots will not accept requests for asset availability from persons other than those on the list provided by the ASDA for that depot.

(3) Approval from Headquarters, AMC, will be obtained prior to initiating any inventory program which would impose a workload in excess of a depot's stated capability.

d. Each current stock number in the Army Master Data File (AMDF) will be assigned an inventory category code (ICC). These codes will be developed by ASDA's as specified in AR 740-26 and broadcast in, and updated through, the AMDF. Army class manager activities (ACMA's) and Army service item control centers will be responsible for assigning ICC's to those items for which they are the Army class manager or Army retail manager.

e. Physical inventories of Army-managed/owned items will, as a minimum, be performed at frequencies outlined in AR 740-26.

(1) The number of selected item inventories (other than zero balance flasher related) for the ASDA will be restricted to 5 percent of the depot's capability. Only ASDA-requested inventories will be counted against the 5-percent restriction. Depot-initiated inventories and ASDA requests for custodial record balances will be submitted, as required, and will not be counted against the 5-percent restriction.

(2) Special inventories, as defined in AR 740-26, will be scheduled on an "as needed" basis. These inventories will satisfy fiscal year (FY) inventory requirements for the items involved.

(3) Spot inventories may be requested by ASDA's when research cannot resolve the discrepancy revealed by a denial and no intervening inventory has been submitted by the depot.

(4) ASDA's will schedule ICC 4, 5, and 9 items for a statistical sampling inventory once each FY where sufficient stock numbers are stored to make one or more lots of 91 in one ICC. ICC 0, 1, 2, 3, 6, 7, and 8 items and lots of less than 91 items for other ICC's will be scheduled for complete inventories.

f. Selected item inventories, spot inventories, or custodial record balance requests will be initiated by submission

of a physical inventory request document DD Form 1485, (DOD Physical Inventory Document). Telephone requests are authorized for emergency situations only.

g. A logical sequence for the assignment of ICC's is:
(1) code 0, (2) code 2, (3) code 8, (4) code 3, (5) code 7,
(6) code 6, (7) code 1, (8) code 4, (9) code 9, (10) code 5.

h. ICC's 1 and 6 may be combined into one lot, but cannot be combined with other ICC's. ICC's 3 and 8 may be combined into one lot, but may not be combined with other ICC's. ICC's 4, 5, and 9 may be combined into one lot, but may not be combined with other ICC's. ICC's 0, 2, and 7 may not be combined in a lot with each other nor with any other ICC in one inventory lot.

i. Any time more than one ICC is included in one lot or when the items to be included in a lot are not in consecutive stock number sequence within an ICC, a physical inventory request document, document identifier code (DIC) DJA, must be submitted to the depot for each stock number to be inventoried.

j. Items comprising inventory lots which fail to meet the prescribed accuracy level, when inventoried by statistical sampling, will be scheduled for complete inventory by the depot within 30 days of date of failure, provided it does not delay scheduled inventory of SIMS (Selected Item Management System) items.

k. Specific items, designated by the ASDA as requiring a complete inventory in lieu of sampling, may be scheduled as a type A inventory but the request must remain within the depot's reported capability.

l. Personnel assigned to inventory activities will be highly trained and proficient in inventory skills. Newly assigned personnel will be provided with formal training.¹

m. Inventories of materiel for the Defense Supply Agency (DSA) and other services/agencies will be conducted in accordance with this regulation, AR 735-110 (DSAM 4140.2), and applicable joint service/agency agreements and regulations.

n. Inventory of Army-owned ammunition stored at contractors plants will be performed by special inventory as mutually scheduled by the ASDA and the contractor.

¹Inventory training programs will be developed and maintained current. All personnel assigned to inventory operations will receive training, including periodic refresher training. Refresher training will be provided when a new AMC regulation or revised inventory procedure is received.

o. Inventory of ammunition for other services will be performed in accordance with the current Joint Interservice Logistic Support Agreement for Ammunition, and this regulation.

p. Handling of ammunition during inventory will be in accordance with AMCR 385-100 and other applicable safety and security regulations. Due to the sensitive and toxic nature of chemical munitions, physical count may be accomplished by using personnel from the ammunition and/or surveillance division. Policies and procedures prescribed by this regulation will be complied with in these inventories. This exemption does not apply to nontoxic munitions and nontoxic components.

q. Inventory registers, records, files, listings of data, count cards, reconciliation listings, etc., will be retained for 2 years from the date of action to provide necessary research capability. Custodial records will be posted with the date of last inventory (DOLI) on scheduled inventories and on unscheduled inventories when the results are forwarded to the ASDA.

r. ASDA's will complete reconciliation of custodial balances with accountable balances, through completion of pre-adjustment research and processing adjustments for an inventory lot, within 45 calendar days following the end of the reconciliation control period. (Ref app 0.)

s. Depots will complete physical counts, research, and adjustments of custodial balances for an inventory lot within 30 calendar days from the original first count date. (Ref app 0.)

t. Erroneous D-series inventory adjustments will be corrected by reversal if the error is detected within 90 calendar days from the date of the original transaction and if an intervening inventory has not been conducted. The reversal will use the document number of the erroneous D-series adjustment. The Z-series inventory adjustments to custodial records will not be corrected by reversal action except when a scheduled inventory is in process and the error is detected prior to processing the statistical cards for preparation of depot statistics.

u. Differences between condition codes revealed by the match of custodial records and accountable records will not be considered as a financial inventory loss and gain, but will be adjusted by means of a compensating adjustment, since a gain or loss of property has not transpired.

v. Adjustments will be accumulated during the inventory report period to provide the number of gains, losses, and total dollar value of each.

w. ASDA's will adjust accountable records to pick up all stock reported by a depot as a result of scheduled or unscheduled inventories, whether the recipient ASDA is the manager or not. If the materiel is in excess of requirements, disposition instructions will be provided to the depot in accordance with current logistic transfer or issue procedures.

x. Location surveys should be at least 98-percent accurate.

y. Location record audits should be at least 97-percent accurate.

z. Materiel release denial (MRD)² rates should not be greater than 1.5 percent for Army-owned materiel.

aa. In-line denials for issue priority designator (IPD) 01 through 03 materiel release orders (MRO's) will be reported by a depot to the ASDA on the same day as the MRO is processed in the depot computer. In-line denials for IPD 04 through 15 MRO's will be reported not later than the first day following the day the MRO was processed in the depot computer. Warehouse denials for IPD 01 through 03 MRO's will be reported on the same day the DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) is produced. Warehouse denials for IPD 04 through 15 MRO's will be reported not later than the first day following the day the DD Form 1348-1 was produced. The AMC goal for on-time reporting of denials is 70 percent.

ab. The minimum acceptable inventory lot accuracy for items counted at a depot is 90 percent. This is the rate which will be used to determine whether sample inventory lots pass or fail.

ac. The inventory accuracy at ASDA's is determined by dividing the major variances in all lots inventoried by the number of items in all lots inventoried and subtracting the result from 100. The AMC goals for inventory accuracy are as follows:

- (1) General supplies, 90 percent.
- (2) Ammunition, 90 percent.
- (3) SIMS, 90 percent.
- (4) Small arms, 100 percent.

ad. The ASDA dollar value of gross adjustments each FY should not exceed 8 percent of the average inventory dollar

²Action is in process to have the authorized abbreviation changed from "MATRD" to "MRD" in AR 310-50.

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value for other than ammunition and small arms; 1.5 percent for ammunition; and no adjustments (0.0 percent) for small arms.

ae. The ASDA quarterly gross adjustments should not exceed 2 percent of the average inventory dollar value for other than ammunition and small arms; .375 percent for ammunition; and 0.0 percent for small arms.

af. ASDA goals for completion of the FY inventory program, stated as percentages of the stock number reconciliations required for scheduled inventories are as follows:

<u>End of--</u>	<u>Goal</u>
1st Qtr of FY (actual)	100 ³
2d Qtr of FY (actual)	25
3d Qtr of FY (actual)	60
4th Qtr of FY (actual)	80

ag. Narrative explanations are required when AMC goals are not met in the following reports:

(1) Depots.

(a) AMC Depot Report of Supply Performance (RCS AMCSU-220) (MRD portion only).

(b) Depot Record of Location Survey (RCS AMCSU-221).

(2) ASDA's.

(a) ASDA Report of Physical Inventory (RCS AMCSU-214).

(b) ASDA Report of Location Audit Reconciliation (RCS AMCSU-222).

ah. Narrative explanations for failure to attain AMC goals will contain, as a minimum, the following information:

(1) The reason for each failure to attain an AMC goal.

(2) A summary of the results of quality control checks inent to each goal which was not met.

etion of items inventoried by the depot the previous FY.

- (3) Corrective action initiated and planned.
 - (4) Projected date when the goal will be met.
 - (5) A statement that no system deficiency applies, or provide recommendations for systems and/or policy changes required and an explanation of those recommendations.
 - (6) A copy of the error cause register will be submitted with the ASDA report of physical inventory when the ASDA fails to achieve the gross adjustments rate goal or the inventory accuracy rate goal. A copy will also be submitted upon receipt of the RCS AMCSU-220 report when it is determined that the denial goal was not achieved.
 - (7) Depots will submit a copy of the depot denial cause register to the Commander, AMC, ATTN: AMCSU-I, with the AMC depot report of supply performance when the denial goal is not achieved.
- ai. Depots will provide the results of unscheduled inventories to ASDA's within 5 workdays after receipt of the request.
 - aj. Magnetic tapes furnished by depots to ASDA's will be blocked 10 x 88 and the density will be 556 c.p.i. (characters per inch). Magnetic tapes furnished by ASDA's to depots will be blocked 10 x 85 and density will be 800 c.p.i.
 - ak. Headquarters, AMC; AMCALMSA (AMC Automated Logistics Management Systems Agency); AMCLSSA (AMC Logistic Systems Support Agency); and each ASDA and depot will designate an inventory coordinator and an alternate, and will provide names, telephone numbers, and organizational symbols to AMCLSSA. AMCLSSA will update and disseminate lists of inventory coordinators semiannually. The individuals named will be the primary points of contact for inventory operations and will be authorized to coordinate, respond, resolve problems, and initiate corrective action within and on behalf of the activity concerned. The chief of the inventory activity at depots and ASDA's will normally be assigned as the inventory coordinator.
 - al. The Director of Supply, Headquarters, AMC, will sponsor an inventory review team to evaluate inventory practices and procedures and to provide assistance to depots and ASDA's. A report of visit will be prepared by the review team for each activity visited and the report will be submitted to the activity commander at the conclusion of the visit. The activity visited will take appropriate action on each report recommendation and advise Headquarters, AMC, within 30 days after the

visit as to the status of actions taken pursuant to the team's recommendations. The Director of Supply will monitor each report of visit and initiate followup action as required.

am. Deviations from the policies and procedures prescribed in this regulation are prohibited without prior approval of Headquarters, AMC. Requests for waiver should be directed to the Commander, US Army Materiel Command, ATTN: AMCSU-I, 5001 Eisenhower Ave., Alexandria VA 22333.

an. Depots and ASDA's will implement the provisions of this regulation within 90 days after the date of publication. If a waiver to any portion of this requirement is necessary, it must be forwarded to the proponent with full justification within 30 days of publication.

ao. SIMS items will be scheduled as first priority for inventory during the first and third quarters of each FY. ASDA's will establish procedures to provide positive assurance that all SIMS items are actually inventoried during each half of each FY.

ap. Supply documents rejected during processing will be corrected locally, whenever possible, and reentered for processing no later than the workday following the date rejected. The rejected documents which cannot be corrected locally will be returned to the originating activity within 1 workday following the date rejected with an explanation of the reason it is being returned.

1-4. Definitions. In addition to the definitions in AR's 310-25, 725-50, and 740-26, the following apply:

a. Summary balance. An item balance summarized by stock number and condition code, as of a predetermined point in time, for the purpose of comparing quantitative records with the physical count of an item or comparing custodial and accountable record balances.

b. Materiel release denial (MRD).

(1) In-line denial. An MRD which is forwarded to the ASDA by the storage activity when the custodial record shows an insufficient quantity to satisfy all or part of the MRO quantity.

(2) Warehouse denial. An MRD which is forwarded to the ASDA by storage activities when the depot record shows a sufficient quantity to satisfy all or part of an MRO quantity, but a check of the storage location reveals less stock than indicated on the depot record when the MRO was processed.

c. Master data record (MDR).

(1) At SPEEDEX depots, the MDR consists of the Depot Stock Number Master Data Record (DSNMDR) (SAM001), and the Ammunition Lot File (ASM001). These files contain current catalog data and custodial record balances by condition code and ASDA.

(2) At ASDA's, the MDR contains data pertaining to all items of supply for which the ASDA is assigned inventory management responsibility, or is recorded as having user interest. These data include former, current, and future catalog data, and accountable balances by depot location.

d. Mission stock. Stocks in depot storage owned by a Continental United States (CONUS) national inventory control point (NICP)/AMCA as opposed to stocks owned by activities below the CONUS wholesale level (e.g., installation supply account).

e. Type of physical inventory code. A code assigned to an item or group (lot) of items designating the method of inventory to which the item or group of items will be subjected (e.g., sample, complete, unscheduled, etc.).

1-5. Responsibilities. a. The Director of Supply, Headquarters, AMC, will:

(1) Prescribe basic inventory policies, responsibilities, and procedures.

(2) Evaluate performance and effectiveness of the inventory system and initiate appropriate actions for improvement.

b. Each commander of an ASDA will:

(1) Provide command emphasis and furnish resources (personnel and ADP support) to insure compliance with this regulation.

(2) Establish or designate a central organization, as shown in appendix L, AR 740-26, to administer the inventory program and related functions.

(3) Establish schedules for conducting inventories and for reconciliation of accountable records with custodial records.

(4) Develop quality control procedures in accordance with chapter 8 to effectively control incidences of error introduced into the accountable record.

(5) Furnish required performance reports to Headquarters, AMC.

(6) Designate an inventory coordinator and an alternate.

(7) Develop and maintain an inventory training program and assure that inventory personnel receive the necessary training.

(8) Designate a representative to approve inventory adjustment reports.

(9) Evaluate performance and effectiveness of the inventory program and forward to the Commander, AMC, any recommendations for improving the overall program.

c. Each commander of an AMC depot or depot activity will:

(1) Provide command emphasis and furnish resources (personnel and ADP support) to insure compliance with this regulation.

(2) Establish or designate an organizational element under the Directorate for Supply, as shown in appendix N, to administer the inventory program and related functions.

(3) Coordinate with appropriate accountable activities to develop plans, reports, and inventory and reconciliation schedules relative to the overall inventory program.

(4) Develop quality control procedures in accordance with chapter 8, to effectively measure error rates in inventory and location processing and to provide feedback information to enable management to take corrective action.

Furnish required performance reports to Headquarters,

d. AMCR's 10-1, 385-100, 711-3, 725-4, 740-11, 740-19, ' 740-20, 740-21, 740-22, 740-23, 740-25, and 742-6.

e. SOI 18-series (SPEEDEX Operating Instructions).

CHAPTER 2
PHYSICAL INVENTORY--GENERAL

2-1. Accountable activity procedures. Accountable supply distribution activities (ASDA's) will use the following guidance and procedures in conducting physical inventories:

a. Assign and disseminate Army inventory category codes (ICC's) in accordance with AR 708-1 for each item for which they are the integrated manager, the Army class manager, or the Army Service Inventory Control Center.

b. Type of physical inventory codes will be assigned to inventory lots based on ICC's in accordance with paragraph D-2, and inventories will be initiated as follows:

(1) Type A or B inventories will be scheduled for all Army-owned items at frequencies prescribed in AR 740-26.

(2) When a complete location record audit reveals stock on a depot custodial record and there is no corresponding accountable record balance or vice versa, a special (type C) inventory will be initiated.

(3) A spot (type E) inventory will be requested when, upon receipt of a denial, research cannot resolve the discrepancy to the accountable officer's satisfaction and an intervening inventory has not been conducted.

(4) Scheduled or selected item (type A, C, or G) inventories will be initiated if a potential credit balance occurs on the accountable records; however, the request must remain within the depot's reported capability.

(5) Selected item (type G) inventories may be initiated when:

(a) The recorded balance in all serviceable condition codes reaches a zero balance and 10 days have elapsed since the date of last activity (DOLA).

(b) A back order is established for the item and 90 days have elapsed since the DOLI (date of last inventory).

(c) A zero balance flasher reveals a discrepancy which cannot be otherwise resolved.

(d) An item appears on an ASDA inventory reconciliation tape/card but not on the depot tape/card.

c. Requests for depot custodial record balances, without benefit of a physical inventory may be requested by use of a DOD physical inventory request document (DD Form 1485, DOD Physical Inventory Document), document identifier code (DIC) BJA. Requests for depot custodial record balances may be submitted without being charged against depot capability allotted to the ASDA.

d. Based on quarterly inventory capabilities reported by depots and inventory requirements, ASDA's will furnish inventory priority schedules to depots specifying the individual stock numbers, or ranges of stock numbers or FSC's (Federal supply classifications) to be inventoried. The priority schedule will enable the ASDA to establish priorities for accomplishing inventories. Adjustments of reported capability and priority schedules within a fiscal year (FY) may be made by negotiation between depot and ASDA inventory coordinators. Inventory priority schedules for a depot will not exceed capability reported by the depot without prior coordination with the depot and approval of Headquarters, AMC.

e. Prior to adjustment, potential discrepancies will be researched to insure that an actual gain/loss of property has occurred and to determine a valid adjustment quantity. Adjustments will be researched in accordance with the value of the adjustment and the type of item. The criteria for the depth of research are set forth in appendix B, AR 740-26. Through research, causes will be assigned to each discrepancy for evaluation. Research actions required include, but are not limited to:

(1) Review of transactions to insure that preinventory transactions were properly posted and considered during inventory.

(2) Review of transaction registers in relation to posted documents to identify duplications, erroneous or incomplete reclassification/reidentification adjustments, stock number changes, denials, etc., which may enable reconciliation of discrepancies.

(3) Review of source documents such as receipts, adjustments, or issue transactions for unposted transactions or for differences between the original and posted quantities.

2-2. Depot procedures. Depot will use the following guidance and procedures in conducting physical inventories:

a. Each ASDA's inventory requirements are predicated on the items stored in relation to the regulatory requirements for complete and statistical sampling inventories. The total requirements for all ASDA inventories (including DSA and other services) and locally initiated inventories, are the basis for determining manpower requirements. Locally initiated inventories include, but are not limited to, those resulting from location surveys, materiel release denials, file maintenance processes, materiel found on post, logistic transfer processing, reclassification adjustments, concealed discrepancies, and discovery of previous inventory errors.

b. Inventory capability is expressed in terms of the number of general supply stock numbers and/or ammunition locations which can be physically inventoried, and is determined by applying known production standards to assigned man-hours. Inventory capability will be reported quarterly to each applicable Army ASDA. Capability will be prorated for the FY based on the ratio of the actual requirements for each ASDA to the total inventory requirements at the depot. In no case will total capability reported to an ASDA for an FY exceed the actual requirements for that ASDA. One ammunition location is considered to be synonymous with one stock number of other commodities for inventory capability calculations.

c. Prior to adjusting custodial records, post count validation will be accomplished to insure that an accurate count was made and in-float transactions are properly considered when comparing the count to the recorded balance.

d. Depots will maintain the ability to prepare transaction histories for a period of 2 years prior to the current date, in accordance with the following instructions:

(1) Where the capability exists, these transactions will be maintained on disk and/or magnetic tape and mechanical preparation of histories for specific stock numbers by ASDA will be provided. At SPEEDEX depots the ADP activity must be requested to run programs GA2A, GA2B, GA2C, and GA2D in job stream TJ20 as required for this purpose.

(2) Where the capability exists, retired transaction histories for local use will be provided in listing format by mechanical processing of physical inventory request documents (DIC ZBZ) as specified in paragraph A-17. At SPEEDEX depots, the ADP activity must be requested to run program GA2E in job stream TG20 as required to process ZBZ documents. Histories of transactions less than 90-days old can be obtained in accordance with SOI 18-G07D03.

(3) Where mechanical capability does not exist, transactions will be recorded manually, or on microfilm, in a format suitable for preparation of stock number transaction histories.

e. Depots will use SPEEDEX remote inquiries, as described in SOI 18-G07D03, to obtain necessary research information.

2-3. Depot/accountable activity procedures. The following guidance and procedures apply to ASDA's and depots:

a. Reconciliation of the ASDA's accountable records with depot custodial records will be accomplished when custodial records for an inventory lot(s) meet or exceed the minimum accuracy level prescribed in paragraph 1-3ab as determined by sampling or after conclusion of a complete inventory of the lot(s).

b. Adjustments resulting from inventories will be posted to custodial and accountable records, as appropriate, in accordance with AR 740-26 and AMCR 711-3.

c. Depot transaction histories required by ASDA's for causative research will be dispatched by the depots within 10 days after receipt of the request from the ASDA.

(1) AMC Form 1635 (Investigation Request/Transaction History), prepared in accordance with paragraph E-7, should be used for requesting transaction histories from depots which do not have the capability for mechanical preparation of histories. Such depots should respond by completing the form or by attaching copies of microfilmed histories.

(2) ASDA's may request transaction histories from depots by using physical inventory request document (DIC BJA) prepared in accordance with paragraph A-16. Depots which have the capability will respond to such requests by using the BKZ card prepared in accordance with paragraph A-11. (Ref app K for the ADP service center depot and depot with or without remote terminal actions.)

2-4. Condition and count of US Army materiel (project condition/count 5). a. The commanders of Army depots will insure that key personnel test the following elements of the inventory control program every 6 months:

- (1) Condition code (obvious errors),
- (2) Count,
- (3) Location.

b. For the purpose of this project, key personnel include the commander, deputy commander, executive officer, civilian executive assistant, all directors, civilian personnel officer, deputy director of supply, and the chief of each division in the directorate for supply.

c. Every 6 months, five stock numbers, including at least one SIMS (Seleted Item Management System) item, will be selected at random for each of the key personnel. For each item selected, an unscheduled inventory will be initiated and conducted in accordance with paragraphs 3-24a(9) through 3-24e. The person conducting the inventory will, with the assistance of inventory personnel, complete all actions from (and including) the physical count through the completion of research and initiation of adjustments as required.

d. The depot commanders will randomly select five items and prepare for project condition/count 5 to be conducted during visits by the following: AMC Director or Deputy Director of Supply, Chief of AMC Storage and Transportation Division, Chief of AMC Storage or Munitions Branch, and personnel of the AMC Inventory and Location Survey Office.

2-5. ADP service center (depot) support. a. Certain CONUS (continental United States) Army depots are equipped with a standard configuration computer central processing unit (CPU) with remote input/output stations located throughout the depot. Some of these depots act as ADP service centers (service center depots) because CPU's located at these depots contain the custodial records for materiel stored at other Army depots. Depots with remote terminals only (DWRT0) operate in a fashion similar to service center depots, except that the service center depot accomplishes those actions for the DWRT0 which involve direct input to or output from the CPU. There are also depot activities without remote terminals (DWORT) whose custodial records are maintained on a service center depot CPU. The service center depot enters all input to, and receives all output from, the computer for these DWORT's. Documentation is transmitted between service center depots and depot activities (DWORT's) by courier, mail, teletype, etc.

b. DWRT0's will use the same procedures as service center depots to perform the functions covered by this regulation, except where direct or indirect (as appropriate) CPU input/output is involved. All direct CPU input/output for DWRT0's will be accomplished by the service center depot. All computer input/output for DWORT's will be accomplished by the service center depot. The input/output accomplished by and for DWRT0's and DWORT's is specified in appendix K. ASDA's should forward all actions pertaining to this regulation at DWORT's to the applicable service center depot

(except Rock Island depot activity). ASDA's should deal directly with the Rock Island depot activity and DWRTO's, even though some output such as depot reconciliation tapes will come from a service center depot.

2-6. Inventory control effectiveness (ICE) excellence awards.

a. Four annual awards will be made by Headquarters, AMC. The awards will be trophies which will be retired by the activity winning the award three times, not necessarily consecutive. The Director of Supply, Headquarters, AMC, will determine award winners as prescribed in appendix H.

b. The trophies will be retained by recipient organizations until the end of the FY (1 Jul)--at that time the trophy will be returned to Headquarters, AMC, ATTN: AMCSU-I, in preparation for it to be awarded for the FY just ended.

CHAPTER 3

PHYSICAL INVENTORY OF GENERAL SUPPLIES AND
AMMUNITION AT SPEEDEX DEPOTS

Section I. PREPARING FOR AND SCHEDULING INVENTORIES

3-1. Deleting overaged zero-balance records. a. The depot inventory activity will request that tasks GA1K, GA1V, GA1W, GA1S, GA1T, and GA1U be processed at least 60 days prior to the 1st day of each quarter. (Ref app K for processing at depots with remote terminals only (DWRT0's) and depots without remote terminals (DWORT's).)

b. The data processing activity will:

(1) Upon request, process tasks GA1K, GA1V, GA1W, GA1S, GA1T, and GA1U to delete overaged zero-balance records from the custodial records and to prepare the general supply (quarterly listing of deleted records and the ammunition lot file quarterly listing of deleted records. (When a zero balance is created for the losing item manager as a result of logistic transfer processing DD Form 1487 (DOD Materiel Adjustment Document), document identifier code (DIC) BKZ, that manager's owner segment will be deleted from the MDR (master data record) at the same time so that the stock number will not be included on inventory lot formation listings for that ASDA (accountable supply distribution activity).)

(2) Prepare inventory request cards (DD Form 1485, DOD Physical Inventory Document) (DIC ZJA) with type of physical inventory code I in card column 7, location in card columns 24 through 32, project code RES in card columns 57 through 59, condition code in card column 71, and management code H in card column 72 for those items with one or more recorded locations and a zero balance.

(3) Forward the deleted listings and ZJA cards to the inventory activity.

c. The depot inventory activity will:

(1) Receive the deleted listings and ZJA cards prepared in accordance with b above from the data processing activity. (Forward applicable listings to the DWRT0 inventory activity.)

(2) Retain the deleted listings for reference and research purposes.

(3) Check the location in card columns 24 through 32 of the ZJA cards received in (1) above and, if no stock is found, initiate a location delete action in accordance with AMCR 740-19 and destroy the ZJA card. If stock is found, use the ZJA card to initiate an inventory and related research in accordance with paragraphs 3-24a(10) through 3-24e.

(4) Prior to preparing the inventory lot formation listing, adjust mission balance records as required, or initiate location delete actions as appropriate for all stock numbers represented by the ZJA cards received in (1) above. The lot formation listing will not be run until all delete and adjustment actions have been completed.

3-2. Preparing inventory lot formation listings. a. The depot inventory activity will request preparation of the inventory lot formation listings 45 days prior to the 1st day of each quarter.

b. The data processing activity will:

(1) Prepare the inventory lot formation listings (4 copies) in the formats provided in paragraphs B-1 and B-2. List, on the lot formation listings, all stock numbers stored for Army ASDA's for which the depot record does not include an ICC (inventory category code).

(2) Prepare one partially prepared storage item change document (DIC BM3) for each Federal stock number (FSN) (stock item code A) on the lot formation listing with a balance and a blank or invalid ICC.

(3) Produce the lot formation listing at the ADP service center (ADPSC) depot and DWRT0 inventory activity remote terminals.

(4) Produce the BM3 cards at the ADPSC central processing unit (CPU) and forward them to the ADPSC depot inventory activity.

c. The depot inventory activity will:

(1) Receive the inventory lot formation listings from the remote terminal.

(2) Use the inventory lot formation listing as a basis for preparing the depot quarterly inventory capability reports.

(3) ADPSC depot only. Receive BM3 cards from the data processing activity and mail them to the ASDA represented by the routing identifier code (RIC) in card columns 67 through 69. Any BM3 cards produced with an invalid RIC in card columns 67 through 69 will be forwarded to the logistic data management activity (LDMA) of the depot indicated in card columns 4 through 6 for research and correction of the depot record.

3-3. Preparing the Depot Quarterly Inventory Capability Report (RCS AMCSU-212). The depot inventory activity will:

a. Review performance standards, resources, and other pertinent factors to compute the overall estimated inventory workload which can be accomplished during each quarter.

b. For the first quarter of each fiscal year (FY), prepare consolidated capability reports for all four quarters of the FY. Each succeeding quarter during the FY, prepare updated capability reports as required.

c. Prepare the capability reports in accordance with paragraph E-1 and as follows:

(1) Prepare supplemental manual inventory lot formation listings, or make manual entries on the SPEDEX lot formation listings for all items on custodial records which are not maintained on the computer files.

(2) Express inventory capabilities for general supplies as stock numbers and for ammunition as stock numbers and locations which can be inventoried during the quarter.

(3) Compute inventory requirements as follows:

(a) Determine inventory requirements for the FY for each Army ASDA based on ICC's assigned to the items on the lot formation listing. For example: If TACOM (US Army Tank-Automotive Command) has 25,000 items of which 10,000 require complete inventory and 15,000 may be statistically sampled, the basic TACOM inventory requirement would be 10,000 items plus the samples of two lots of 7,500 items each (ref app L), or 10,400 items.⁴ This, plus the estimated location record

⁴In the computation of inventory requirements for items subject to statistical sampling inventories, the largest lot size(s), up to 10,000, consistent with the number of items in the ICC, and sample size(s) based on normal sampling, in accordance with appendix L, will be used.

audit and sample inventory lot failure recount requirements would be the total computed TACOM scheduled inventory requirements. This is the maximum scheduled inventory capability that will be reported to TACOM for the FY. The computed total ASDA requirements will be changed on subsequent quarterly reports only to accommodate sample lots which have failed and must be counted completely, or when changes in the number of items stored for TACOM increases (or decreases) the computed requirements.

(b) Determine inventory requirements for other services and the Defense Supply Agency (DSA) based on interservice agreements.

(c) Determine local requirements such as unscheduled inventories, property disposal, and installation supply account inventories, etc., based on past experience.

(4) Prorate available inventory capability for the FY among all ASDA's (including DSA and other services) in proportion to each ASDA's percentage of the total inventory requirement at the depot. Reported scheduled inventory capability for an ASDA need not necessarily be divided equally among FY quarters, but in no case will it exceed total computed requirements for the FY for that ASDA. Unscheduled inventory capability will be divided equally among the FY quarters, in accordance with instructions in paragraph E-1.

d. Prepare a consolidated report each quarter as follows:

(1) Show capability reported to each Army ASDA.

(2) Complete all columns a through j, as applicable, for other services, DSA (including defense disposal activity), and ISA (installation supply accounting) requirements. These will not be based on ICC's.

(3) For estimated local inventory requirements complete columns e, f, g, k, l, and m.

(4) On the "total" line, enter totals of all line entries.

e. Mail copies of the depot capability report and inventory lot formation listings as directed in chapter 9.

3-4. Developing the Quarterly Inventory Priority Schedule
(RCS AMCSU-213) (AMC Form 1637). a. The ASDA's will:

(1) Receive quarterly inventory capability reports, related inventory lot formation listings, and BM3 cards from depots 30 days prior to the 1st day of each quarter.

(2) Determine the scheduled inventory requirements for each depot for the forthcoming quarter and the type of inventory required. Use quarterly inventory capability reports and inventory lot formation listings furnished by depots in conjunction with requirements and internally accumulated data to establish priorities and volumes.

(3) Review the BM3 cards received from the ADPSC depots against the ASDA MDR and the ARMS (Army Master Data File Reader Microfiche System) file as follows:

(a) If the MDR has a record with an ICC, enter the ICC in card column 64 of the BM3.

(b) If there is a record of the stock number in the MDR and the ICC is blank or invalid, review the ARMS file and take the following actions:

1. If there is a valid ICC in the ARMS file, update the MDR and enter the ICC in card column 64 of the BM3 card.

2. If there is no valid ICC in the ARMS file and the ASDA is recorded as the item manager, determine the correct ICC, enter the ICC in card column 64 of the BM3 card, update the MDR, and initiate action to update the AMDF (Army master data file).

3. If there is no valid ICC in the ARMS file and the ASDA is not recorded as the item manager, obtain correct catalog data from the applicable Army manager, ACMA (Army class manager activity), or SICC (service item control center); enter the ICC in card column 64 of the BM3 card; update the MDR; and request the manager, ACMA, or SICC to update the AMDF.

(c) If there is no record of the stock number in the MDR, review the ARMS file and take the following actions:

1. If there is a valid ICC in the ARMS file, build an MDR record, enter the ICC in card column 64 of the BM3 card, and request an unscheduled inventory.

2. If there is no valid ICC in the ARMS file and the ASDA is recorded as the item manager, determine the correct ICC,

enter the ICC in card column 64 of the BM3 card, build an MDR record, initiate action to update the AMDF, and request an unscheduled inventory.

3. If there is no valid ICC in the ARMS file and the ASDA is not recorded as the item manager, obtain correct catalog data from the applicable Army manager, ACMA, or SICC; enter the ICC in card column 64 of the BM3 card; build an MDR record; and request the manager, ACMA, or SICC to update the AMDF. Request an unscheduled inventory.

(d) If there is no record of the stock number in the MDR or the ARMS file, query the DLSC (Defense Logistics Services Center) file and take the following actions:

1. If there is a record of the stock number on the DLSC file, take the following actions:

a. If the ASDA is recorded as the item manager, process as in (c)2 above.

b. If the ASDA is not recorded as the item manager, but Army owner/manager interest is reflected, request the Army manager, ACMA, or SICC to update the DLSC file and proceed as in (c)3 above.

2. If there is no record of the stock number on the DLSC file, return the BM3 card to the depot under cover letter requesting a DA Form 1988 (Request for Federal Stock Numbers). Upon receipt of the DA Form 1988, compare the data furnished to the technical data file and take the following actions:

a. If a valid stock number is found, furnish the depot a BM1 and proceed as in (a) through (d)1 above.

b. If no valid stock number is found and there is a requirement for the item, initiate action to establish a stock number and proceed as in (c)2 above. Use quantity data from the DA Form 1988 in lieu of requesting an unscheduled inventory.

c. If no valid stock number is found and no requirement exists for the item, establish an off-line file for the item and provide the depot with an MRO (materiel release order) to ship the materiel to the defense disposal activity.

(e) If the stock number in the BM3 card is invalid, advise the depot by cover letter.

(f) Transceive all BM3 cards with valid stock numbers to the RIC in card columns 4 through 6.

(4) Prepare quarterly inventory priority schedules for each depot as specified in the instructions contained in paragraph E-2 and as follows:

(a) Type of physical inventory code B (statistical sampling inventory).

1. Form lots of from 91 to approximately 10,000 stock numbers. The largest lot sizes practicable (up to 10,000) should be used to conserve depot capability.

2. List Federal supply classifications (FSC's) or beginning and ending stock numbers (range) for each lot formed. When ranges of FSC's or stock numbers are used, the first range (lot) for the applicable ICC should begin with "00000000000" and the last range should end with "99999999999" to assure that no items on the ASDA record but not on the depot record, or vice versa, miss being inventoried (e.g., ICC 5--lot M01, 0000-000-0000 to 1290-974-9978; lot M02, 1290-974-9979 to 2520-748-6666, lot M10, 2520-748-6667 to 9999-999-9999).

3. Assign a three-position lot number to each lot as specified in the instructions contained in paragraph D-4.

4. Enter the total number of stock numbers involved in each lot and the number of inventories prescribed in the normal sampling plan (app L).

5. Enter lots on the schedule in the order of priority for physical inventory.

6. In coordination with the depot, subgroup the sample lots which fail to meet the required accuracy level into smaller, more manageable lots or increments for complete inventory. Assign lot numbers other than the sample lot number to the new lot(s). Revise the priority schedule as required.

7. Schedule sample lots as early as possible in the FY and within each quarter, consistent with ASDA research capability, so that recounts of lots that fail to meet sample accuracy requirements at the depot can be accomplished before the end of the FY.

(b) Type of physical inventory code A (complete inventory).

1. Form lots of up to 1,000 stock numbers. If the lot is a sequential series of stock numbers (e.g., FSC, combination of FSC's, or a range of stock numbers), enter the

beginning and ending stock number or specific FSC(s). If stock numbers in the lot are not in stock number sequence, enter only the number of stock numbers in the lot and prepare a physical inventory request document (DD Form 1485) (DIC DJA) for each stock number in the lot.

2. Assign a lot number as in paragraph D-4, for each lot formed.

3. Record lots on the schedule in the order of priority for physical inventory.

4. Enter the proposed month for depot/ASDA reconciliation control of each lot.

(c) Type of physical inventory code C (special scheduled inventory, all conditions). Form lots of up to 1,000 stock numbers, etc., as in (b) above. This type of inventory is scheduled due to a specific requirement (e.g., location audit).

(d) Type of physical inventories E and G directed to the depot will not be reflected on the inventory priority schedule. However, as they are progressively submitted by DJA request, the volume will be within the unscheduled inventory capability reported by the depot.

(e) A custodial record balance request does not constitute a physical inventory and will not be reflected on a priority schedule. Balance requests may be submitted by a physical inventory document (DD Form 1485) (DIC BJA) in unlimited quantities.

(f) Type of physical inventories D and F will not be initiated by AMC activities. Type of physical inventory codes G and I are not to be used on physical inventory count documents (DD Form 1485) (DIC DKA) sent to other than AMC activities.

(5) Forward inventory priority schedules, and DJA inventory requests, if applicable, to the depots as described in chapter 9.

b. The depot inventory activity will:

(1) Receive inventory priority schedules and DJA requests, if applicable, from ASDA's 20 days prior to the 1st day of each quarter.

(2) Review inventory priority schedules in conjunction with stated capabilities. Coordinate deviations with applicable ASDA's.

(3) File DJA requests in suspense pending establishing control of the lot(s) for inventory.

3-5. Establishing inventory control registers. a. ASDA's will establish and maintain an(ASDA Scheduled Inventory Control Register) AMC Form 2067-R in accordance with paragraph G-2 for all lots which appear on the quarterly inventory priority schedules, and an (ASDA Unscheduled Inventory Control Register) AMC Form 2068-R in accordance with paragraph G-3 for unscheduled inventories.

b. Depots will establish and maintain a(Depot Inventory Control Register) AMC Form 2066-R in accordance with paragraph G-1, as a scheduling aid and to record completion of inventory actions.

Section II. CONDUCTING SCHEDULED INVENTORIES

3-6. General. a. This section prescribes procedures for accomplishing sample and complete inventories.

b. General supply inventories will include stocks for all owners of the stock number being inventoried and the stock number can be under inventory control for only one owner (RIC) at a time. Ammunition inventories will include only those stocks on record for the owner (RIC) in the inventory request (DIC DJA, ZJA, or ZNJ). Ammunition stock numbers may be under inventory control for any or all owners at the same time.

c. Stock numbers will be placed under inventory control 15 days prior to the scheduled count date by using physical inventory request documents (DIC's DJA or ZJA for specific stock numbers, or DIC ZNJ for ranges of stock numbers). The depot RIC in the DJA card, or the depot action code in the ZJA or ZNJ card will distinguish between general supply and ammunition inventory requests.

d. SPEEDEX ADP programs have been designed to permit inventory requests (DIC DJA) for other services/agencies with type of physical inventory code A or B, and local inventory requests (DIC ZJA) with type of physical inventory code A to be loaded to the inventory control file as scheduled inventories. Also, a range of stock numbers for type A inventories may be loaded for another service/agency with an inventory request card (DIC ZNJ).

e. Inventory lot numbers will be assigned as follows:

(1) ZJA requests will contain a locally assigned lot number with the first and second positions numeric and a "Z" in the third position.

(2) DJA and ZNJ requests for AMC activities will contain a lot number from the priority schedule.

(3) ZNJ requests for other services/agencies will contain an owner code in the first position and alphabetics in the second and third positions. The second and third positions are a conversion of the current date to alphabetic characters. Lot numbers of the same construction will be assigned to the DJA requests in-line.

f. Physical inventory request documents to "load" a lot using scheduled inventory procedures must be entered into the remote station at least 15 days, but no more than 30 days, in advance of the day on which count cards (DIC ZNK) are to be pulled.

g. DJA requests for scheduled inventories (AMC) will be entered into the remote station 15 days in advance of the scheduled count day and the computer will automatically assign the following day as the scheduled count date. If first count cards (DIC ZNK) are not pulled within 30 days after the scheduled count date, inventory controls for those items will be automatically deleted.

3-7. Establishing the inventory control file and initial inventory control. a. The depot inventory activity will:

(1) Daily, screen the inventory control register to obtain/determine the status of scheduled inventory lots and establish count dates for lots to be scheduled for counting.

(2) Initiate the establishment of the inventory control file at least 15 days, but no more than 30 days prior to the scheduled count date.

(3) Prepare ZNJ requests as specified in appendix A. (Sample size will be determined from the table and instructions specified in app L.) The sample size reflected on the priority schedule will not be an influencing factor in determining the proper sample size to be selected. For selection of samples, or ranges of numbers for complete inventories, any combination of sample or complete inventory lots may be requested. The total number of stock numbers under inventory control at any one time is restricted to 11,000 stock numbers due to the capacity of the inventory control file. The number of ZNJ requests to load inventory lots is restricted to 20 ZNJ requests on any one day. The number of ZNJ requests to select first count cards and to establish the inventory balance sector of the MDR is restricted to 10 in any one day. The number of ZNJ requests to delete lots is restricted to 6 in any one day.

(4) Deliver ZNJ requests (load) and DJA requests, for AMC activities, to the data processing activity 15 days prior to the scheduled count date. Maintain followup to insure that lots were loaded and inventory controls were established. ZNJ requests (pull), to request first count cards, will be submitted at least 1 day prior to the scheduled count date.

b. The data processing activity will:

(1) Receive ZNJ and/or DJA requests and process through the validation task to record the actions to the valid transaction file.

(2) Punch inventory validation reject cards, general purpose card forms (GPCF), with decision codes, for cards rejected due to invalid data.

(3) Forward all original input and validation reject cards, if any, to the depot inventory activity.

c. The depot inventory activity will:

(1) Receive DJA and ZNJ input requests and validation reject cards.

(2) File DJA requests in suspense pending reconciliation with the ASDA, or immediately schedule reconciliation as specified in chapter 4.

(3) Research, correct, and reenter rejected input as required. (app J.)

d. The data processing activity will:

(1) Daily, scan the valid transaction file and select DJA and ZNJ requests for processing. Assign a scheduled count date (current date plus 1) to DJA cards. Check scheduled count date in ZNJ card to assure that it is equal to, or greater than, the current date. If the date is less than the current date, change the date to the current date and take the following actions:

(a) For sample lots, compute a random number factor and select the number of records on the ZNJ request. Scan the MDR for balance records within the criteria (stock number range, ICC, RIC, etc.) on the ZNJ request. For complete lots, select all records.

(b) Enter the inventory control code on the MDR for each item selected as well as each stock number represented by a DJA request.

(c) Establish a record on the inventory control file and the inventory statistical file.

(d) Establish the stock number on the in-float document file.

(e) Print a lot control listing, by lot, in stock number sequence, for all items recorded to the inventory sector of the MDR.

(f) Punch inventory research cards (DIC ZNG), with appropriate message (para I-2) for ZNJ requests rejected due to invalid data.

(g) Punch physical inventory documents (DD Form 1485) (DIC DKA), with appropriate message (para I-3) for rejected DJA requests.

(h) Punch a ZNG research card with the message "CHG CNT DATE" (para I-2) when a count date has been changed as a result of processing a ZNJ with a count date less than the current date.

(2) Forward the lot control listing and DKA count and ZNG research cards to the depot inventory activity.

e. The depot inventory activity will:

(1) Receive the lot control listing, ZNG research cards for lots which have been rescheduled to a different count date, and other ZNG/DKA research cards.

(2) Screen the inventory control register and determine if the rescheduled count day is acceptable.

(3) If the workload scheduled will not permit counting on the rescheduled date, prepare a ZNJ request, in accordance with paragraph A-3, to delete inventory controls for the lot. Forward the ZNJ requests to the data processing activity. Reschedule the lot for inventory and correct the inventory control register.

(4) Update the inventory control register to reflect the revised count and control dates.

(5) Correct and reenter ZNJ requests as indicated by other ZNG research messages.

(6) Correct and reenter or return to originator those DJA requests for which DKA research cards were received.

f. The data processing activity will:

(1) Receive the ZNJ requests (delete) as indicated in e(3) above.

(2) Process the cards to delete inventory records and statistical data for the lot specified. If the lot is for a sample inventory, the entire lot is also deleted from the reconciliation control file.

3-8. Processing transactions during inventory control. a. The data processing activity will:

(1) Process receipts, adjustments, and issues and record the transaction in the inventory in-float document file.

(2) Print the inventory control code on the AMC Form 1381 (Storage Data Request), as applicable, when the data are obtained by remote or mass inquiry programs (SOI 18-G07D03).

b. The depot receiving and warehousing activities will expedite the location of the materiel when the AMC Form 1381 contains an inventory control code (a(2) above).

3-9. Preparing request and first count cards, and summarizing balances. a. The depot inventory activity will:

(1) Screen the inventory control register and select lots or increments for which count cards are required.

(2) Prepare ZNJ requests (pull) in accordance with paragraph A-3, to obtain inventory count cards (DIC ZNK) from a lot scheduled for inventory.

(3) Deliver ZNJ requests to the data processing activity at least 1 day prior to the date on which the inventory count cards are desired--this must be at least 14 days after the lot was loaded. The ZNJ request cards will be processed at the close of business (COB) on the day before the date in card columns 60 through 64.

b. The data processing activity will:

(1) Receive the ZNJ requests (pull) specifying the number of stock numbers for which inventory count cards are requested.

(2) Daily, process the tasks necessary to accomplish the following actions:

(a) Punch inventory count cards (DIC ZNK) for all condition codes and locations at the COB 1 day before the date in card columns 60 through 64 of the ZNJ request.

(b) Prepare a count card control listing in accordance with paragraph B-4.

(c) Prepare inventory count cards (DIC ZNK) with reject messages in card columns 72 through 80, when the following situations occur:

1. There is no record for the stock number in the MDR--print "NO RECORD."

2. There is no location or balance segment for the item in the MDR--print "NO SEGMENT."

3. The stock number has been changed to another stock number--print "CHANGE TO."

4. There is a balance segment but no recorded location for the item--print "NO LOC."

(d) Summarize the balances for each condition code of each item under inventory control, establish the inventory sector of the MDR, and record the summarized balance on that sector.

(e) Prior to the BOB (beginning of business) on the count day, forward the inventory count cards with count card control listing, and the inventory count cards with reject messages to the depot inventory activity.

3-10. Processing inventory first count cards. a. The depot inventory activity will:

(1) Receive inventory count cards with count card control listing, and inventory count cards with reject messages prior to the BOB on the scheduled count date.

(2) Count the materiel in location on the date indicated on the listing, and take the following actions:

(a) Accept the quantities shown on DA Form 3780 (Pallet Count) if examination of containers reveals no obvious errors.

(b) Accept quality markings shown on original containers or packages that have been packed and sealed.

(c) Open the container and verify the quantity in any container for which there is reason to doubt that the quantity

or the identification is correct. Current safety and security regulations must be observed when opening containers; especially, for ammunition items.

(d) Complete all entries on the inventory count card as specified in paragraph A-4b. Indicate storage deficiencies by checking appropriate blocks. The counter will also enter the Julian date and hour during which the materiel was counted and sign the card. The back of the card will be used for any computations necessary to summarize the count.

(e) When materiel in sealed reusable exterior metal containers is counted which is not marked to indicate that the materiel is new or that it has undergone rebuild, renovation, inspection, and/or care and preservation at an AMC depot, the count card will be annotated under remarks, "Sealed Container," by the counter.

(3) Account for all inventory count cards; keypunch the cards to reflect the quantity and date and time counted; and forward the cards to the data processing activity. Insure that all cards for a stock number are forwarded together for processing within a maximum of 7 days of the date reflected on the count card control listing.

b. The data processing activity will:

(1) Receive inventory first count cards.

(2) Process the cards to record count data on the inventory sector of the MDR and the statistical file.

3-11. Reconciling first count quantities. a. The data processing activity will:

(1) Compare first count data recorded in the inventory sector of the MDR in conjunction with documentation recorded in the inventory in-float document file to accomplish the following actions:

(a) Process MRO quantities dropped from the on-hand balance before the balance was summarized, as follows:

1. Reduce the physical count when an MRO is recorded on the pending shipment file or on the assembly-BII (basic issue item) suspense file.

2. Reduce the physical count when an MRO is not on the above file(s) and stock was not selected from location before the count.

3. Disregard MRO's not on the above file(s) and stock that was selected before the count.

4. When MRO's were selected on the same date and within the same hour during which the counts were conducted, second count cards are required.

(b) Process MRO quantities dropped from the on-hand balance after the balance was summarized, as follows:

1. Disregard MRO's recorded on the pending shipment file or on the assembly-BII suspense file.

2. Disregard MRO's not recorded on the above file(s) when materiel was not selected from location or when materiel was selected after the count.

3. Increase the count by the MRO quantity when materiel was selected before the count.

4. When materiel was selected on the same date and within the same hour during which the counts were conducted, second count cards are required.

(c) Process receipt quantities added to the on-hand balance before the balance was summarized, as follows:

1. Disregard receipts placed in location before the count.

2. Increase the count by the receipt quantity when not placed in location or when placed in location after the count was completed.

3. When receipts were placed in location on the same date and within the same hour during which the counts were conducted, second count cards are required.

(d) Process receipt quantities added to the on-hand balance after the balance was summarized, as follows:

1. Disregard receipts not placed in location or placed in location after the count was conducted.

2. Decrease the count by the receipt quantity when placed in location before the count was conducted.

3. When receipts were placed in location on the same date and within the same hour during which the counts were conducted, second count cards are required.

(2) Compare revised count quantities with summarized balances to accomplish the following actions:

(a) Update the date of last inventory (DOLI) on the basic MDR for general supplies, or the "requester" owner segment for ammunition when counts in all condition codes for the item agree exactly with the summarized balance.

(b) Delete all controls and inventory records for stock numbers that are in exact agreement with the summarized balance. Print the stock numbers, counts, balances, documents from the inventory in-float document file, etc., on the inventory evaluation research listing. Print "BALANCED SEGMENT" on the listing, by condition code, to indicate a match of count and balance without in-float documents being involved. Print "IN-FLOAT-OFFSET" to indicate a match with in-float documents involved; a manual review is required to substantiate the computer analysis.

(c) Update the statistical file, and delete controls from the MDR for items placed on the inventory evaluation research listing as being matched on the first count.

(d) Prepare inventory second count cards and a count card control listing for items which did not match the summarized balance on the first counts. Second count cards for ammunition will be produced for only those locations and ammunition lot numbers for which the first count did not match the summary balance, unless there are in-float transactions. If there are in-float transactions, count cards will be produced for all locations and lot numbers of the condition code for which there was a mismatch.

(e) Prepare inventory third count cards and a count card control listing for items, for which the first counts were not received, 7 days after the count date. Print the message "1ST COUNT DATE EXCEEDED" on the listing. Record the statistics as third counts required, update the DOLI, and delete the items from inventory control.

(f) Forward inventory second and/or third count cards, count card control listing, inventory evaluation research listing, and original input cards to the depot inventory activity.

b. The depot inventory activity will:

(1) Receive inventory second and/or third count cards, count card control listing, inventory evaluation research listing, and original input count cards.

(2) Select the original first count cards annotated "Sealed Container" and perform the following actions:

(a) Retain the cards in suspense by inventory lot number until all first count cards for each lot have been received.

(b) When all first count cards for a lot have been received, the planning and control branch will prepare a Disposition Form (DA Form 2496) to forward the selected cards to the storage activity requesting that inspections be conducted as follows:

1. Randomly select two containers from the entire inventory lot. Containers which are marked to indicate that the materiel is new or has undergone rebuild, renovation, inspection, and/or care and preservation at an AMC depot will not be included in the sample unless there is visible evidence that seals or closure devices are not intact.

2. The two selected containers will be opened, the contents verified, and the container resealed if the contents agree with exterior markings. If the contents of either of the two sample containers are missing or are not similar to that indicated by exterior markings, all containers for that stock number will be verified as to their content.

3. Missing or incorrect contents will be investigated and reported, as appropriate, particularly when theft is indicated.

4. All count cards will be returned to the planning and control branch with a comment indicating completion of the requested inspections and findings.

(c) The planning and control branch will assure that the cards are filed with the other count cards for the lot and that subsequent inventory or reidentification adjustments are made as required.

(3) Select the original first count cards with storage deficiency block(s) checked and forward by disposition form to the storage activity for correction of the deficiencies. The disposition form should request that the count cards be returned to the inventory activity to be filed with the other count cards for the lot.

3-12. Processing inventory second count cards. a. The depot inventory activity will:

(1) Use the inventory second count cards to count the materiel, pulling the materiel from location. Quantities shown on pallet count placards will not be accepted; otherwise, second counts will be made in the same manner as first counts.

(2) Account for all inventory second count cards; key-punch the cards to reflect the quantity, date, and time counted; and forward the cards to the data processing activity. Insure that all the cards for a stock number are forwarded together for processing within a maximum of 7 days of the date reflected on the count card control listing.

b. The data processing activity will:

(1) Receive inventory second count cards.

(2) Process the cards to record count data on the inventory sector of the MDR and the statistical file.

3-13. Reconciling second count quantities. The data processing activity will:

a. Compare second count data recorded in the inventory sector of the MDR in conjunction with documentation recorded in the inventory in-float document file to accomplish the following actions:

(1) Process MRO quantities dropped from the on-hand balance before the balance was summarized, as follows:

(a) Reduce the physical count when an MRO is recorded on the pending shipment file or on the assembly-BII suspense file.

(b) Reduce the physical count when an MRO is not recorded on the above file(s) and stock was not selected from location before the count.

(c) Disregard MRO's not on the above file(s) and stock that was selected before the count.

(d) When MRO's were selected on the same date and within the same hour during which the counts were conducted, third count cards are required.

(2) Process MRO quantities dropped from the on-hand balance after the balance was summarized, as follows:

(a) Disregard MRO's recorded on the pending shipment file or on the assembly-BII suspense file.

(b) Disregard MRO's not recorded on the above file(s) when materiel was not selected from location or when materiel was selected after the count.

(c) Increase the count by the MRO quantity when materiel was selected before the count.

(d) When materiel was selected on the same date and within the same hour during which the counts were conducted, third counts are required.

(3) Process receipt quantities added to the on-hand balance before the balance was summarized, as follows:

(a) Disregard receipts placed in location before the count.

(b) Increase the count by the receipt quantity when not placed in location or when placed in location after the count was completed.

(c) When receipts were placed in location on the same date and within the same hour during which the counts were conducted, third count cards are required.

(4) Process receipt quantities added to the on-hand balance after the balance was summarized, as follows:

(a) Disregard receipts not placed in location or placed in location after the counts were conducted.

(b) Decrease the count by the receipt quantity when placed in location before the count was conducted.

(c) When receipts were placed in location on the same date and within the same hour during which the counts were conducted, third count cards are required.

b. Compare revised count quantities with summarized balances and/or with first count quantities. Prepare an inventory research evaluation listing for all items when the following situations occur:

(1) A count matches the balance without in-float documents being involved--print "BALANCED SEGMENT."

(2) A count matches the balance with in-float documents being involved--print "IN-FLOAT-OFFSET."

(3) The count does not match the balance but the first and second counts agree--print "RESEARCH REQUIRED."

(4) The count does not match the balance, and the first and second counts do not agree--print "DISCREPANT--3D COUNT REQUIRED." (Only the word "DISCREPANT" will appear for ammunition. The "inventory location and lot number balance data" will have to be reviewed to determine if a third count is required. Third count cards will be provided when this field is annotated "RESEARCH.")

(5) First counts are not processed within 7 days of the scheduled count date--print "1ST COUNT DATE EXCEEDED."

(6) Second counts are not processed within 14 days of the scheduled count date--print "2D COUNT DATE EXCEEDED."

(7) First counts are not pulled within 30 days of the scheduled count date--print "30 DAYS EXCEEDED."

(8) If any failures to process occur during the count analysis, one of the following messages will be printed:

(a) "NO INV BALANCE SEGMENT."

(b) "NO LOCATIONS--RESEARCH REQUIRED."

(c) "PROCESS ERROR WHEN TRYING TO ANALYZE."

(9) There is no "balance" record or a "change to" record--print "NO MDR RECORD WHEN TRYING TO ANALYZE."

c. Update the DOLI on the basic MDR for general supplies, or the "requester" owner segment for ammunition, and move the former DOLI to the transaction history.

d. Delete all controls and inventory records for items placed on the inventory evaluation research listing.

e. Prepare inventory third count cards and a count card control listing, when the following conditions occur:

(1) Second counts do not match the summarized balance and the first and second counts did not agree. Third count cards for ammunition will be produced for only those locations and ammunition serial/lot numbers for which the count did not match the summary balance or the first count, unless there are in-float transactions. If there are in-float transactions, third count cards will be prepared for all locations and lot numbers of the condition code for which there is a mismatch.

(2) First or second counts are not processed on time as cited in b(5) or (6) above.

(3) Issues or receipts were processed at location during the same hour as the items were counted.

f. Prepare "partially prepared" adjustment cards when third counts are produced and when first and second counts are equal but do not match the summarized balance.

g. Update the statistical file with the number of counts, potential adjustments, etc.

h. Forward third count cards, count card control listing, inventory evaluation research listing, partially prepared adjustment cards, and original input cards to the depot inventory activity.

3-14. Researching and adjusting custodial records. a. The depot inventory activity will:

(1) Receive the inventory evaluation research listing, third count cards, partially prepared adjustment cards with blank document identifier code, and all original input cards.

(2) Review the items on the inventory evaluation research listing for items which require research to substantiate computer analysis of in-float documents. Research and recount, if required, annotating the inventory evaluation research listing with the final analysis as to counts matching the summarized balance or if an adjustment is required specifying the quantity, etc.

(3) Conduct post-count validation research for all items requiring third counts. Post-count validation research ends when the difference between any two counts or the second or third count and the summary balance is less than \$200.

(4) Analyze counts, considering transactions processed and the shipment suspense file, to determine the correct count. Change count quantities when it can be determined that transactions physically occurred at the location after the count but were posted to the MDR before the count and vice versa. Changes will be made as follows:

(a) For an issue transaction with an "action date" earlier than the "scheduled count date," and stock not selected or selected after the count, subtract the "action quantity" from the count quantity.

(b) For an issue transaction with an "action date" later than the "scheduled count date" and stock selected before the count, add the "action quantity" to the count quantity.

(c) For a receipt transaction with an "action date" earlier than the "scheduled count date," and the stock not on location before the count, add the action quantity to the count quantity.

(d) For a receipt transaction with an "action date" later than the "scheduled count date," and stock placed in location before the count, subtract the "action quantity" from the count quantity.

(e) For adjustment transactions, add or subtract from the count quantity in affected conditions, as appropriate, when it can be determined that the transaction was posted but corresponding action had not been accomplished at the location at the time of the count.

(5) Accomplish third and final count, if required, in conjunction with research actions. Post the final count quantities on the inventory evaluation research listing in the space provided.

(6) Research to insure that all locations were counted.

(7) Search receiving, materiel in transit from receiving to location, warehouse backlog, care and perservation, and maintenance areas for materiel off location at the time of the count.

(8) Review document registers, files, transaction listings, adjustment files, etc., to ascertain the validity of the actions processed.

(9) When it has been determined that records are discrepant and the adjustment quantity has been ascertained, complete partially prepared adjustment documents as follows:

(a) For general supplies, complete or prepare materiel adjustment documents (DIC Z8P/Z9L/ZAZ) as prescribed in paragraph A-5.

(b) For ammunition, complete or prepare materiel adjustment document (DIC Z8P/Z9L) in accordance with paragraph A-6. If an adjustment between condition codes is required, a Z8P and a Z9L for the discrepant quantity must be prepared, since DIC ZAZ is not used for ammunition. If there is no gain or loss but only an adjustment between serial/lot numbers required, the adjustment should be made with an adjustment document (DIC ZAM) prepared in accordance with AMCR 711-3.

(10) Destroy partially prepared materiel adjustment documents received when it is determined that an adjustment to the custodial record is not required.

(11) Daily, forward completed materiel adjustment documents to the data processing activity.

b. The data processing activity will:

(1) Receive and process materiel adjustment documents to update custodial records, and produce statistical data cards for adjustment computations. These cards will be a reproduction of the input document except that the price signal code

and unit price will be inserted into card columns 73 through 80 and an "S" (statistical) in card column 7.

(2) Forward completed materiel adjustment documents and statistical data cards to the depot inventory activity.

c. The depot inventory activity will:

(1) Receive and file the materiel adjustment documents.

(2) Maintain statistical data cards in suspense pending completion of the specific lot involved. If an adjustment reversal is processed, a new statistical data card will be produced. The original card and the card produced by the reversal should both be processed.

(3) Upon completion of the lot and when all adjustments have been processed, forward statistical data cards to the remote station for processing.

d. The data processing activity will:

(1) Process the statistical data cards to update the statistical file.

(2) Forward the original and research (rejected) statistical cards to the depot inventory activity.

e. The depot inventory activity will:

(1) Receive the processed statistical data cards and rejects.

(2) Correct and reenter the rejects at the remote station.

(3) Prepare and forward an inventory statistical data request card (GPCF) (DIC ZR4) (para A-7) to the data processing activity to close the statistical file by entering a completion date for the inventory lot involved. This will also automatically provide a feeder report for use in evaluating sample accuracy and/or performance reporting.

f. The data processing activity will:

(1) Process the ZR4 card to update the statistical file with a completion date, calculate the lot accuracy level, and prepare the feeder report for depot performance reporting.

(2) Forward the processed ZR4 card and statistical reports to the depot inventory activity.

g. The depot inventory activity will:

(1) Receive processed ZR4 cards and statistical reports.

(2) After completion dates have been entered on the file, the capability exists to obtain a feeder report for each lot completed during a quarter by entering a ZR4 card for each lot prior to the 4th day of the new quarter. On the 4th day, the data for lots completed during the previous quarter will be automatically deleted from the file. Capability also exists to obtain data by remote inquiry in accordance with SOI 18-G07D03.

3-15. Evaluating the sample inventory lot. The depot inventory activity will:

a. Receive the processed statistical data request cards and statistical reports.

b. Review the sample accuracy level reflected on the report in conjunction with the requirements of appendix L.

(1) Immediately notify the ASDA of the failure and request a new reconciliation control month. The controls will be established for the current month if the complete inventories can be completed by the depot before the 25th of the month, and the resulting workload is acceptable to the ASDA. Otherwise, schedule reconciliation controls for the first succeeding month.

(2) Perform complete inventory of the lot within 30 days, provided it does not delay scheduled inventories of SIMS (Selected Item Management System) items.

c. When a lot has been completely inventoried or sample accuracy meets the acceptable requirements, coordinate with the ASDA and establish reconciliation controls as specified in chapter 4 if they have not already been established.

d. Record all pertinent data on the inventory control register.

Section III. CONDUCTING UNSCHEDULED INVENTORIES REQUESTED BY ASDA'S

3-16. General. a. Unscheduled inventory requests will be directed to depots when an emergency situation exists which requires immediate knowledge of the supply position of a specific asset. Due to the expedited handling to be afforded these requests by storage activities, time will not permit

establishment of positive controls to reconcile potential in-float documentation with physical assets. For this reason, unscheduled inventory requests requiring a physical count will be limited to 5 percent of the prorated inventory capability for each ASDA, unless specifically authorized by Headquarters, AMC. Requests received by depots in excess of this volume will not be rejected; however, the ASDA coordinator will be contacted to revise the quarterly schedule into alignment with the depot capability. If the custodial record balance quantity is acceptable, such requests will not be charged to the depot's capability. This type of request will not be the basis of adjustment unless the dollar value of the discrepancy is \$25 or less.

b. An unscheduled inventory will not automatically update the DOLI. However, when the results are reported to an ASDA, update the DOLI by preparing a date of last inventory update card (GPCF) (DIC ZKD) in accordance with paragraph A-8 and forwarding it to the remote station for processing.

3-17. Initiating unscheduled inventories. The ASDA inventory activity will:

a. Prepare DJA requests as prescribed in paragraph A-2. The appropriate inventory management code (para D-3) and the type of physical inventory code (para D-2) will be applied to each unscheduled inventory request. If the custodial record balance is acceptable, a BJA request will be prepared as prescribed in paragraph A-2.

b. Review the unscheduled inventory control register to insure that the volume of requests requiring a physical count does not exceed the reported depot unscheduled inventory monthly capability.

c. Transceive DJA/BJA requests to the depot.

3-18. Performing unscheduled inventories. a. The depot inventory activity will:

(1) Receive DJA requests, identified as unscheduled inventories by inventory management code B, D, K, M, or Z reflected in card column 72 and type inventory code reflected in card column 7 and BJA requests.

(2) Record statistics on the inventory control register (except for BJA requests) of unscheduled inventories, reflecting totals by ASDA.

(3) Requests received in excess of workload capabilities will be coordinated with the appropriate coordinator for revising priority schedules to permit excess requests to be accomplished as scheduled inventories.

(4) Forward the DJA/BJA requests to the data processing activity on a daily basis.

b. The data processing activity will:

(1) Receive DJA/BJA requests, and process to accomplish the following:

(a) When the request document is a BJA, prepare a physical inventory count document (DIC BKA) with the quantity in card columns 25 through 31 as prescribed in paragraph A-12 for each condition code of the stock number with a recorded balance or, if appropriate, with a message as shown in paragraph I-3 in card columns 32 through 46.

(b) When applicable, prepare a DKA count card in accordance with paragraph A-12, with a zero quantity and the appropriate message as shown in paragraph I-3.

(c) Compare the DOLI and DOLA (date of last activity) on the MDR for the stock number of the request and accomplish the following actions:

1. For requests with management codes B, D, or Z, when the DOLI is less than 90 days without activity since the DOLI, prepare a DKA count card for each condition code of the stock number with the record balance in card columns 25 through 31, the DOLA in card columns 76 through 80, and card columns 62 through 64 blank.

2. When the DOLI is 90 days or greater, or the management code is "K" or "M," prepare the following inventory documentation:

a. DA Form 2000 (Inventory/Location Survey Work Card) (DIC ZNK), in the format prescribed in paragraph A-4, for each condition code and location of the stock number.

b. Partially prepared DKA count cards for each condition code of the stock number with the routing identifier code of the requester in card columns 4 through 6. If the requester does not have a quantitative segment for a specific condition code, a DKA count card will not be produced. If no record of the stock number or no balance or location for the stock number exists, produce a DKA card for condition code A, with zeros in the quantity field.

c. An unscheduled inventory research listing as described in paragraph B-6.

(2) Update the inventory statistical file with the number of inventory requests by RIC, type of physical inventory code, ICC, and management code.

(3) Forward all inventory documentation prepared in (1) above to the depot inventory activity.

c. The depot inventory activity will:

(1) Receive the ZNK, DKA, BKA, and DJA/BJA cards; and the unscheduled inventory research listing. If an item is already under scheduled inventory control, the normal unscheduled inventory output will be provided. However, the unscheduled inventory research listing will provide the scheduled inventory lot number and indicate the status of that inventory (i.e., which counts, if any, have been posted and what the count quantities were, etc.).

(2) Correct data on rejected DJA requests (DKA count card with message from para I-3) and return to the data processing activity for reprocessing.

(3) Transmit applicable DKA and BKA count cards with reject messages to the requesting ASDA.

(4) Transmit the DKA and BKA count cards received from the data processing activity with the record balances entered, to the requesting ASDA. If a Z8P/Z9L card was processed for another service ammunition inventory, the DKA card will be manually annotated in the remarks block "local inventory gain of ____" or "local inventory loss of ____" (enter quantity).

(5) Accomplish a physical count of stocks in all locations, for which inventory count cards were received, as specified in paragraph 3-10. If management code K is interpreted in card column 52 of the ZNK card, annotate serial numbers of the items counted on the reverse side of the card. If stocks are packaged and sealed, notify the inventory requester to determine if the serial number requirement warrants expenditure of funds to repackage the stock.

(6) Compare the quantities counted with the summarized custodial record balances reflected on the listing. If the item is multiowned (balances for more than one accountable activity), compare the total of all balances to the count quantity and take the following actions:

(a) If counts and recorded balances agree after considering in-float actions, keypunch the count quantity in card columns 25 through 31 of the partially prepared DKA count cards. If a multiowned item, enter only the appropriate share of the count quantity.

(b) If an additional DKA count card is required to report a quantity counted, keypunch with the appropriate routing identifier code as well as the quantity, etc.

(c) Transceive the DKA count cards to the requesting activity. Mail the DKA count cards with a list of serial numbers if serial numbers are being provided.

(7) If counts and summarized balances on the listing do not agree, accomplish the following actions:

(a) Conduct post-count validation research. Screen the unscheduled inventory research listing to determine if an issue transaction would offset the quantity variance. If an issue transaction has reduced the on-hand balance but the materiel has not been selected from the location, the count quantity must be reduced by a like amount. A printout of an in-float document file is provided on the unscheduled inventory research listing.

(b) Review the in-float documents to determine if recent actions offset the variance. Obtain a transaction history from the in-line transaction history file if required for research in accordance with SOI 18-G07D03.

(c) Accomplish a recount, if required, to determine the correct count quantity and if an adjustment to the custodial records is required.

(d) When it has been determined that records are discrepant and the adjustment quantity has been ascertained, prepare adjustment documents as follows:

1. For general supplies, prepare adjustment documents (DIC Z8P/Z9L/ZAZ) as prescribed in paragraph A-5.

2. For ammunition, complete or prepare materiel adjustment document (DIC Z8P/Z9L) in accordance with paragraph A-6. If an adjustment between condition codes is required, a Z8P and a Z9L for the discrepant quantity must be prepared, since DIC ZAZ is not used for ammunition. If there is no gain or loss but only an adjustment between serial/lot numbers required, the adjustment should be made with an adjustment document (DIC ZAM) prepared in accordance with AMCR 711-3.

(8) Forward the cards to the data processing activity for adjustment of custodial records, and preparation of DKA count cards.

d. The data processing activity will:

(1) Receive the cards from c(8) above.

(2) Process the cards to accomplish the following actions:

(a) Adjust custodial record balances, and prepare a DKA count card reflecting the corrected on-hand balance for the activity whose segment was adjusted, if a multiowned item, and the segment adjusted was other than that of the inventory requester. Record DKA count cards on the transceiver file.

(b) Prepare statistical data cards for adjustment computations. These cards will be a reproduction of the input document except that the price signal code and unit price will be inserted in card columns 73 through 80 and an "S" (statistical) in card column 7. The management code will be reflected in card column 47.

(c) Forward processed materiel adjustment documents and statistical data cards to the depot inventory activity.

e. The depot inventory activity will:

(1) Receive processed materiel adjustment documents (DPC Z8P, Z9L, or ZAZ) and statistical data cards. Retain statistical data cards in suspense and, upon completion of each stock number or group of stock numbers for unscheduled inventories, submit these cards to the data processing activity to update the statistical file.

(2) Obtain unscheduled inventory statistical data as required by inquiring the statistical data file (SOI 18-G07D03); however, the unscheduled inventory statistics will be automatically provided on the 4th day of the following quarter.

3-19. Processing unscheduled inventory counts. The ASDA's will:

a. Receive DKA count cards from the depots.

b. Review rejected DJA requests (identified by a message in cc 32-46 of the DKA count card) and take appropriate action. The quantity field of these cards will be zeros, when applicable.

c. Compare the quantities reported in the DKA count cards with the quantities reflected on item records as of the day reflected in card columns 73 through 75 of the count card. If the quantities agree after consideration of in-float documentation, terminate inventory actions.

d. If counts and record balances disagree, accomplish the following actions:

(1) Check card columns 76 through 80 for the DOLA at the depot. If the date entered in the card is recent, an activity occurred at the depot which may affect the ASDA balance; therefore, compare the DOLA of the depot and the DOLA of the ASDA to determine if unposted documents are a potential source of the variance.

(2) If deemed essential request the depot to furnish a transaction history to determine the true availability of assets.

(3) Conduct research as required by AR 740-26 and if adjustment action is necessary, initiate as specified in AMCR 711-3. Record adjustment statistics as required.

(4) If the date is blank in card columns 62 through 64 of the DKA count card and a date has been entered in card columns 76 through 80, a record balance has been provided. The above research requirements will be accomplished and, if a variance with a dollar value of \$25 or less exists, the balance may be adjusted or the item scheduled for inventory on the next priority schedule or a request for recount may be submitted.

Section IV. RESEARCH AND INVESTIGATION OF MATERIEL RELEASE DENIALS

3-20. General. a. Denial management codes will be assigned as follows:

(1) Management code 1 when no stock is available in any condition code for the requesting owner and a physical search has been made (i.e., there is a recorded balance and/or location). (This applies to in-line or warehouse denials.)

(2) Management code 2 when no stock is available, in the requested condition code for the requesting owner, but there is stock in one or more other condition codes for that owner. A physical search has been conducted. (This applies to in-line or warehouse denials.)

(3) Management code 3 when an inspector has determined that the available stock is unacceptable for shipment to the indicated geographic area due to limited remaining shelf life. A condition code change for the materiel is not required because of the denial. (This applies to warehouse denials only.)

(4) Management code 4 in accordance with AR 725-50 for other than Army. (Used for subsistence only.)

(5) Management code 5 when no stock is available in the requested condition code and a reclassification and/or reidentification document will follow. (This applies to warehouse denials only.)

(6) Management code 6 when there is no record of the stock number on the MDR. (This applies to in-line denials only.)

(7) Management code 7 when there is a record of the stock number on the MDR but there is no stock in any condition code for the requesting owner. There may or may not be a recorded location and a balance for another owner. No physical search has been conducted (in-line only).

(8) Management codes B and X to denials for international logistics MRO's in accordance with AR 725-50.

(9) Management code J will not be assigned within AMC. Denials for interdepot transfer MRO's will be coded in accordance with (1) through (7) above.

b. In-line denials for which a physical search has been made and management code 1 or 2 assigned will still be counted as in-line (computer) denials on the AMC Depot Report of Supply Performance (RCS AMCSU-220). The SPEEDEX system will do this as the computer-generated A6_ cards are reentered.

c. Potential denials for MRO's with exception data will be manually reviewed in all cases.

d. The number of denials processed for a specific RLC by IPG (issue priority group) and management code may be obtained by processing an IAC4X remote inquiry in accordance with SOI 18-G07D03.

e. Materiel release denials (MRD's) which are transceived in-line without prior manual review will appear on the transceiver listing with management code 6 or 7.

3-21. Processing in-line denials. a. The depot data processing activity will:

(1) Prepare an MRD document (DIC A6_), with management code 6, and enter it directly on the transceiver file when there is no record of the requested stock number on the MDR.

(2) Prepare an MRD document (DIC A6_), with management code 7, and enter it directly on the transceiver file when there is a record of the requested stock number on the MDR, but no recorded balance or location in any condition code for the requesting owner for ammunition, or no recorded balance or location in any condition code for any owner for general supplies.

(3) Prepare an MRD card (DIC A6_), with blank management code, and an A5_ research card identical to the original MRO except with reject decision code I6X in card columns 4 through 6 when the conditions in (a) and (b) below exist. (For general supplies, there will be no A5_ research card. It will appear on the general cargo MRO processing research listing.) Under these conditions, also initiate, in-line, requests for IAC4A and IAC4P inquiries to be produced (printed) at the remote station.

(a) Ammunition--There is no recorded balance for the requesting owner in the condition code requested, but there is a recorded location and/or balance for that owner in some condition.

(b) General supplies--There is no recorded balance for the requesting owner in the condition code requested, but there is a recorded location and/or balance for some owner in some condition code.

(4) Forward the denial cards (DIC A6_), inquiry output, and A5_ research cards (for ammunition) prepared in accordance with (3) above to the depot inventory activity.

b. The depot inventory activity will:

(1) Receive the denial cards, inquiry output, and research cards.

(2) Obtain one copy of the general cargo MRO processing research listing from the shipment planning activity for review and research purposes.

(3) Enter all potential denials on the depot denial cause register and maintain the register as prescribed in paragraph G-5.

(4) Review inquiry output received in (1) above and, if necessary, make additional inquiries into the inventory in-float transaction file and/or pending shipment file as prescribed in SOI 18-G07D03 to identify:

(a) New receipts, erroneous adjustments, or duplicate transactions.

(b) In-float documents for MRO's that have not been stock selected.

(c) Evidence of new, deleted, or changed locations.

(d) Logistic reassignments/transfers, stock number changes, or other catalog changes which affect record balances.

(5) Based on the results of the review in (4) above, continue research as follows:

(a) Search receiving and warehouse areas for receipts not placed in permanent locations.

(b) Search all known locations, including any temporary or recently deleted locations.

(c) Review control registers for evidence of in-float actions such as reidentification/reclassification or transfers to/from maintenance.

(d) Review the logistic transfer BKZ received/nonreceived listing and contact the losing item manager if no supply management document (DIC BKZ) has been received. Determine if the losing item manager intended to transfer materiel to the gaining item manager and whether a BKZ should be prepared and processed by the depot to avoid the denial.

(6) Upon completion of research in (4) and (5) above and the determination that materiel is or is not available for issue, take the following actions:

(a) When no materiel is available for issue and no physical search was made, enter management code 7 in card column 72 of the A6_ card.

(b) When no materiel is available for issue and a physical search was made, enter management code 1 or 2 in card column 72, as appropriate.

(c) In addition to the coding in (a) and (b) above, complete the MRD as follows:

1. When the denial is not to be transceived to the ASDA, as authorized by AR 725-50, enter an "11" overpunch in card column 60.

2. An "11" overpunch in card column 36 will be present in the machine-prepared card. If another card is keypunched, the "11" overpunch should be perpetuated.

(d) When materiel is not available for issue to satisfy MRO's on the pending shipment file, those MRO's will be released from the pending shipment file, as appropriate, by processing a pending shipment release card (DIC ZK1) prepared in accordance with paragraph A-23.

(e) When a partial or complete quantity is located as a result of denial research, process as follows:

1. Determine if the quantity is available for issue (not obligated to another MRO).

2. Prepare an inventory adjustment (DIC Z8P) in accordance with AMCR 711-3 to increase the custodial record balance, as required. The document number and suffix code of the A6 will be entered in card columns 30 through 44 of the Z8P.

3. Initiate action to establish a warehouse location for the materiel found.

4. If a partial quantity has been located, process as follows:

a. Do not change the quantity in the denial card (DIC A6__).

b. Enter the appropriate denial management code in card column 72 of the denial card.

c. When the denial is not to be transceived to the ASDA, as authorized by AR 725-50, enter an "11" overpunch in card column 60 of the denial card.

d. An "11" overpunch in card column 36 will be present in the machine-prepared denial card. If another card is keypunched, the "11" overpunch should be perpetuated.

e. Enter an "11" overpunch in card column 25.

5. If the complete quantity has been located, process as follows:

a. Enter an "11" overpunch in card column 25 of the denial card.

b. An "11" overpunch in card column 36 will be present in the machine-prepared denial card. If another card is key-punched, the "11" overpunch should be perpetuated.

(f) Forward the denial card and the adjustment card, if any, to the remote station for processing. The computer will automatically prepare a shipping document for the quantity to be shipped and enter an A6 card on the transceiver file for the quantity to be denied.

(g) Make appropriate entries on the depot denial cause register in accordance with paragraph G-5.

c. The depot data processing activity will receive and process adjustments and denial cards to pick up and issue available materiel and enter MRDs (DIC A6) on the transceiver file, as required, when materiel is not available for issue.

d. The ASDA will:

(1) Receive MRDs and update the materiel request history and status file as prescribed in AMCR 725-4.

(2) Process MRDs to suspend or adjust discrepant quantities as prescribed in AMCR 711-3.

(3) Record management codes 1, 2, 6, and 7 on the ASDA denial register for those items placed in the suspense account.

(4) Perform preadjustment research within 30 days, as follows:

(a) Management code 1--Review all rejected documents, telephone MRO register, and transaction histories (not to exceed 30 days). If unposted or erroneous documents are found, initiate action to post missing document or adjust records to correct erroneous posting and remove discrepant quantity from suspense account. If no unposted or erroneous documents are found, initiate action to clear suspense and process inventory adjustment to drop quantity from the accountable record.

(b) Management code 2--Review rejected documents to determine if there is a reject that will correct records. If a reject is found, initiate action to get document posted and release quantity from suspense account. If no reject is found, request unscheduled inventory (type "E"). Upon receipt of inventory results (DKA), process adjustment, as required, and remove discrepant quantities from the suspense account.

(c) Management code 6--Review telephone MRO register, rejected documents, transaction histories, and DA Form 1988 to determine if unposted, incomplete, or erroneous actions caused the error. If errors were found, initiate action to correct the record and to remove the discrepant quantity from the suspense account. If no error is found, process inventory adjustment loss and clear suspense account.

(d) Management code 7--Process same as for management code 1, except that an unscheduled inventory will be conducted prior to processing an inventory adjustment loss.

(5) Select items to be subjected to causative research in accordance with paragraph G-6 and accomplish research within 90 days following the adjustment.

(6) Conduct causative research as prescribed in paragraph 4-6c(2).

(7) Enter the error cause code on the ASDA denial register.

3-22. Processing warehouse denials. a. The transportation division outbound activity will forward DD Forms 1348-1A (DOD Single Line Item Release/Receipt Document (With Address Label)) annotated "out of stock" or "partial quantity" to the depot inventory activity.

b. The depot inventory activity will:

(1) Receive DD Forms 1348-1A annotated "out of stock" or "partial quantity" from the transportation division outbound activity and file in suspense, establishing controls to assure that denials are processed within time frames established in paragraph 1-3.

(2) Initiate and obtain output from IAC4A and IAC4P inquiries in accordance with SOI 18-G07D03.

(3) Conduct research as prescribed in paragraphs 3-21b(3) through (5).

(4) When sufficient materiel not reserved for other owners is located to satisfy the shipment, process as follows:

(a) Line through the "out of stock" or "partial quantity" notation on the DD Form 1348-1A.

(b) Enter the warehouse location of the materiel below the printed locations.

(c) Enter the lot numbers, quantity, and location of the materiel in blocks DD through GG for ammunition.

(5) When a partial quantity is located to satisfy a portion of the required quantity and the materiel is not reserved for other owners, process as follows:

(a) Line through the "out of stock" or "partial quantity" notation on the DD Form 1348-1A.

(b) Line through the "quantity" in the quantity field and enter the quantity to be shipped.

(c) Enter the warehouse location of the materiel below the printed locations.

(d) Enter the lot numbers, quantity, and locations of the materiel in blocks DD through GG for ammunition.

(e) Annotate "partial denial" and the appropriate denial management code from paragraph 3-20a in block Y.

(6) When denial research reveals that a true out-of-stock position exists for the owner involved, process as follows:

(a) Line through the "quantity" in the quantity field of the DD Form 1348-1A and annotate with a zero (0).

(b) Annotate "complete denial" and the appropriate denial management code in block Y.

(7) Prepare an inventory adjustment to correct the custodial record as required. The adjustment should be prepared with the routing identifier code (From) (cc 67-69) of the DD Form 1348-1A carried forward to card columns 31 through 33 of the adjustment.

(8) Initiate action to establish a warehouse location of any materiel found, if no accurate location record exists.

(9) Forward the adjustment cards to the remote station for processing.

(10) Make entries on the depot denial cause register as shown in paragraph G-5.

(11) Forward DD Forms 1348-1A to the transportation division outbound activity.

c. The transportation division outbound activity will:

(1) Receive the annotated DD Forms 1348-1A for partial or complete denials from the depot inventory activity.

(2) Prepare SPAM (shipment planning and movement) control cards in accordance with AMCR 740-22 or 740-23 and forward them to the remote station for processing. This will close the MRO history file, enter an MRD (DIC A6) to the transmitter file, and enter an A6 to the valid transaction file. This A6 will update the transaction history file and the MDR balance, if appropriate.

(3) Forward DD Forms 1348-1A to the warehousing activity for stock selection when it has been annotated that stock is available.

d. The depot data processing activity will receive and process adjustment documents and SPAM control cards.

e. The ASDA will receive and process MRDs in accordance with paragraph 3-21d.

Section V. DEPOT-INITIATED UNSCHEDULED INVENTORIES

3-23. Conducting depot-initiated unscheduled inventories. Depot-initiated unscheduled inventories will be accomplished as the need arises (e.g., materiel found on post, previous inventory error discovered). If the custodial record balance is found to be incorrect, process an adjustment and forward the results of the inventory to the ASDA on a DKA count card (DD Form 1485), for each condition, with the appropriate management code. When a reclassification/reidentification action is processed, the adjustment will not be withheld from transmitting pending the results of an inventory. The DKA card will be transmitted, after the fact, to all AMC activities reflecting a balance segment. An unscheduled inventory will not automatically update the DOLI. However, when the results are reported to an ASDA, as a result of the custodial record being adjusted, update the DOLI by preparing a date of last inventory update card (DIC ZKD) in accordance with paragraph A-8 and forwarding it to the remote station for processing.

3-24. Processing depot-initiated unscheduled inventories.

a. The depot inventory activity will:

(1) Receive a ZJA request from adjustment processing for each Army reidentification/reclassification action excluding those resulting from rebuild, renovation, broadcast changes, or those directed by an ASDA. The ZJA requests will reflect type of physical inventory code I, management code E, with the routing identifier code of the adjustment action in card columns 67 through 69.

(2) Receive a ZJA request with type of physical inventory code I and management code C, without a routing identifier code in card columns 67 through 69, when an adjustment or part of an adjustment is rejected with decision code 6X.

(3) Receive a ZJA request with type of physical inventory code I, reject code CF7 in the project code field (cc 57-59), and management code H, when a stock number which was previously consolidated with another stock number is being reinstated. The ZJA request will be for the "consolidate with" stock number. The primary object of these inventories is to determine if stock for the two stock numbers has been collocated (mixed) and should be reseggregated into separate locations. The assistance of item identifier or quality control personnel should be requested. Process any required adjustments of quantities back to the reinstated stock number as reidentification adjustments (DIC D8J/D9J), unless there is an inventory error, in which case a Z8P or Z9L adjustment against the "consolidated with" stock number will be processed.

(4) Receive ZJA requests with "BKZ" in the project code field (cc 57-59) from the logistic transfer (DIC BKZ) processing.

(5) Receive ZJA requests with "RES" in the project code field (cc 57-59) from the overaged zero-balance record delete routine. Process these ZJA requests in accordance with paragraph 3-1c(3).

(6) Receive a ZJA request with DIC D4_/D6_ in the project field (cc 57-59) when an attempt is made to process a receipt reversal for a quantity larger than the quantity on record.

(7) Receive ZJA requests with "CA3" in the project field (cc 57-59) when an attempt is made to process a catalog change to delete a stock number and there is an owner segment with a positive balance. Action should be taken in accordance with AMCR 740-11, based upon the results of these inventories.

(8) Prepare ZJA requests, as required, with type of physical inventory code I, and a management code, as follows;

(a) Enter management code C if a previous inventory error is suspected.

(b) Enter management code F if stock is found on post.

(c) Enter management code H if required due to a location survey or miscellaneous reasons not otherwise identified.

(9) For project condition/count 5, prepare ZJA requests as required with type of physical inventory code A and an alphanumeric lot number to permit processing using scheduled inventory control features.

(10) Forward ZJA requests to the data processing activity.

b. The data processing activity will:

(1) Receive and process ZJA requests, preparing ZNK count cards, a count card control listing, and an unscheduled inventory research listing recording the request to the statistical file.

(2) Forward all output to the inventory activity.

c. The depot inventory activity will:

(1) Receive output documentation as described in b(1) above from the data processing activity.

(2) Accomplish physical counts and related research to determine if an adjustment of a local record is required.

(3) When it has been determined that records are discrepant and the adjustment quantity has been ascertained, prepare adjustment documents as follows:

(a) For general supplies, prepare adjustment documents (DIC Z8P/Z9L/ZAZ) as prescribed in paragraph A-5.

(b) For ammunition, complete or prepare materiel adjustment document (DIC Z8P/Z9L) in accordance with paragraph A-6. If an adjustment between condition codes is required, a Z8P and a Z9L for the discrepant quantity must be prepared, since DIC ZAZ is not used for ammunition. If there is no gain or loss but only an adjustment between serial/lot numbers required, the adjustment should be made with an adjustment document (DIC ZAM) prepared in accordance with AMCR 711-3.

(c) Enter the inventory requester routing identifier code from the inventory research listing in card columns 31 through 33.

(d) Enter the type of physical inventory code from the listing in card column 34.

(e) Enter the ICC from the listing in card column 35.

(f) Enter the management code from the listing in card column 70.

(2) Receive a ZJA request with type of physical inventory code I and management code C, without a routing identifier code in card columns 67 through 69, when an adjustment or part of an adjustment is rejected with decision code 6X.

(3) Receive a ZJA request with type of physical inventory code I, reject code CF7 in the project code field (cc 57-59), and management code H, when a stock number which was previously consolidated with another stock number is being reinstated. The ZJA request will be for the "consolidate with" stock number. The primary object of these inventories is to determine if stock for the two stock numbers has been collocated (mixed) and should be reseggregated into separate locations. The assistance of item identifier or quality control personnel should be requested. Process any required adjustments of quantities back to the reinstated stock number as reidentification adjustments (DIC D8J/D9J), unless there is an inventory error, in which case a Z8P or Z9L adjustment against the "consolidated with" stock number will be processed.

(4) Receive ZJA requests with "BKZ" in the project code field (cc 57-59) from the logistic transfer (DIC BKZ) processing.

(5) Receive ZJA requests with "RES" in the project code field (cc 57-59) from the overaged zero-balance record delete routine. Process these ZJA requests in accordance with paragraph 3-1c(3).

(6) Receive a ZJA request with DIC D4 /D6 in the project field (cc 57-59) when an attempt is made to process a receipt reversal for a quantity larger than the quantity on record.

(7) Receive ZJA requests with "CA3" in the project field (cc 57-59) when an attempt is made to process a catalog change to delete a stock number and there is an owner segment with a positive balance. Action should be taken in accordance with AMCR 740-11, based upon the results of these inventories.

(8) Prepare ZJA requests, as required, with type of physical inventory code I, and a management code, as follows:

(a) Enter management code C if a previous inventory error is suspected.

(b) Enter management code F if stock is found on post.

(c) Enter management code H if required due to a location survey or miscellaneous reasons not otherwise identified.

(9) For project condition/count 5, prepare ZJA requests as required with type of physical inventory code A and an alphanumeric lot number to permit processing using scheduled inventory control features.

(10) Forward ZJA requests to the data processing activity.

b. The data processing activity will:

(1) Receive and process ZJA requests, preparing ZNK count cards, a count card control listing, and an unscheduled inventory research listing recording the request to the statistical file.

(2) Forward all output to the inventory activity.

c. The depot inventory activity will:

(1) Receive output documentation as described in b(1) above from the data processing activity.

(2) Accomplish physical counts and related research to determine if an adjustment of a local record is required.

(3) When it has been determined that records are discrepant and the adjustment quantity has been ascertained, prepare adjustment documents as follows:

(a) For general supplies, prepare adjustment documents (DIC Z8P/Z9L/ZA2) as prescribed in paragraph A-5.

(b) For ammunition, complete or prepare materiel adjustment document (DIC Z8P/Z9L) in accordance with paragraph A-6. If an adjustment between condition codes is required, a Z8P and a Z9L for the discrepant quantity must be prepared, since DIC ZA2 is not used for ammunition. If there is no gain or loss but only an adjustment between serial/lot numbers required, the adjustment should be made with an adjustment document (DIC ZAM) prepared in accordance with AMCR 711-3.

(c) Enter the inventory requester routing identifier code from the inventory research listing in card columns 31 through 33.

(d) Enter the type of physical inventory code from the listing in card column 34.

(e) Enter the ICC from the listing in card column 35.

(f) Enter the management code from the listing in card column 70.

(4) Prepare and transceive a DKA count card for each condition code on record, for each type of physical inventory code I, with management code E. The routing identifier code (To) of the DKA card will be the same as the inventory requester reflected on the unscheduled inventory research listing. The quantity will be the amount determined to be appropriate after the record has been adjusted if adjustment was required. All other type of physical inventory code I actions will require a DKA card only if an adjustment is processed and will be generated in line, as the inventory requester in the adjustment will always be the depot routing identifier code.

d. The data processing activity will:

(1) Receive and process inventory adjustments.

(2) Produce a statistical card for each owner's record that is adjusted, which will reflect the same data as the input adjustment, except as follows:

(a) Card column 7 will contain an "S."

(b) Card columns 4 through 6 will reflect the routing identifier code of the owner segment that was adjusted.

(c) Card columns 25 through 29 will contain the quantity actually adjusted for the routing identifier code in card columns 4 through 6.

(d) Card column 47 will reflect the management code.

(3) Record a DKA card on the transceiver file when the routing identifier code of the segment adjusted is not equal to the routing identifier code in card columns 31 through 33 of the input adjustment. The type of physical inventory code and management code entered in the DKA card will be as follows:

(a) If routing identifier code (To) is DSA, enter a blank for both.

(b) If routing identifier code (To) is Army, process as follows:

1. Type of physical inventory code in input is "E," enter type of physical inventory code I and management code I.

2. Type of physical inventory code in input is "I," with management code E, enter type of physical inventory code I and management code I.

3. Type of physical inventory code in input is "I," with management code C, F, or H; enter type of physical inventory code I and same management code (C, F, or H) as input.

(4) Forward statistical cards to the depot inventory activity.

e. The depot inventory activity will receive statistical data cards and assure that all are submitted to the data processing activity by the 2d day of each new fiscal quarter. On the 4th day of each new fiscal quarter, the statistical data feeder report will be generated for the preceding fiscal quarter. (Ref para B-7.)

CHAPTER 4
RECONCILIATION

4-1. General. A progressive location record audit is accomplished in conjunction with inventory reconciliation. Procedures for that type of audit are contained in chapter 6. This chapter prescribes procedures to be followed for reconciling accountable supply distribution activity (ASDA) balance records with depot custodial balance records. Inventory reconciliation controls will be initiated at the earliest possible time for each scheduled inventory lot. When it is anticipated that a lot will be purified at a depot by the 25th of the month, reconciliation controls will be established during that same month. It should be noted that even though the controls begin on the second of the month, no reconciliation processing is actually initiated at SPEEDEX depots until the 15th of the month. Some ASDA's also have the ability to initiate reconciliation controls on or after the 15th. Depot inventory coordinators should determine which ASDA's have this capability. For those ASDA's, the determination in paragraph 4-2a(1) can be made and the ASDA notified as in paragraph 4-2a(2) as late as the 10th of the month in which controls will be established. This will increase the assurance that lots expected to be purified by the 25th will actually be completed by that date.

4-2. Scheduling reconciliation. a. The depot inventory activity will:

(1) Screen the inventory control register to determine which lots have been purified, or will be purified by the 25th of the month. A "complete" inventory lot will be considered purified after all counts and research have been completed and related inventory adjustments processed to the custodial records. A "sample" inventory lot will be considered purified after all inventories for stock numbers in the sample have been counted, research completed, adjustments processed, and the acceptance number in appendix L for major variances has not been exceeded.

(2) The quarterly inventory priority schedule establishes the proposed month during which reconciliation is to take place. Five days prior to the reconciliation month shown on the schedule (except as in para 4-1), depots will notify the ASDA by telephone which lots they can reconcile the following month. Depots and ASDA's will mutually establish positive reconciliation control action as follows:

(a) The month will be determined when reconciliation controls will be maintained and if cards or a magnetic tape is required for ASDA processing.

(b) The initial reconciliation control action date will be established at the close of business (COB) on the 2d day of the month. The earliest transactions which will be provided will be those processed on the 3d.

(c) The secondary control date (the point in time at which balances will be summarized) will be at the COB on the 15th of the month. Transactions processed on the 15th will be coded as "before" summarization.

(d) The control period will end at the COB on the 28th day of the month.

(e) A teletype message will be prepared and forwarded to each applicable ASDA, confirming the lot numbers and reconciliation control month agreed upon.

(3) Record the reconciliation control action dates in the inventory control register. An example of the reconciliation schedule recorded is as follows:

<u>Lot No.</u>	<u>Begin initial control</u>	<u>Change to secondary control</u>	<u>Delete control</u>
M01	COB 2 Jul 68	COB 15 Jul 68	COB 28 Jul 68

(4) Depots may summarize purified balances any day of the month for other services/agencies by using the inventory reconciliation request card, general purpose card form (GPCF), document identifier code (DIC) ZNR, for a range of stock numbers; or physical inventory request document (DD Form 1485, DOD Physical Inventory Document) (DIC DJA), for individual stock numbers; however, all reconciliations for AMC accountable activities must have the same control dates.

b. The ASDA will:

(1) Enter the reconciliation control month for each lot on the scheduled inventory control register.

(2) Place all items in the lot under control on the initial control date.

4-3. Establishing initial reconciliation controls. a. The depot inventory activity will:

(1) Prepare a ZNR request as specified in paragraph A-9 for each lot.

(2) Remove the original DJA documents from suspense and gangpunch in accordance with paragraph A-2a (notes 6 and 7). Also prepare a ZNR request as a header card for each lot of DJA requests (AMC activities only), in the format specified in paragraph A-9.

(3) Deliver DJA and/or ZNR requests for other services/agencies to the data processing activity 1 day before the balances are to be summarized (cutoff date in cc 62-64 of the DJA request). Maintain followup to insure that the cards are processed on the summarization date applicable to the service/agency involved.

(4) Retain DJA and/or ZNR requests for AMC activities in suspense, as these documents for AMC activities will not be processed until the summarization (change to secondary control) date.

(5) Requests with invalid data will reject and be returned to the depot inventory activity for correction and reentry.

b. The data processing activity will:

(1) Receive and process ZNR and/or DJA requests, with a routing identifier code in card columns 78 through 80, to accomplish the following actions:

(a) Summarize record balances for all condition codes for the stock numbers represented by the ZNR and/or DJA requests, and produce a DKA card (DD Form 1485) for each summarized balance of the other service/agency.

(b) Forward DKA cards to the depot inventory activity.

(c) Prepare a reconciliation information listing in accordance with paragraph B-9 to indicate actions accomplished.

(2) Return the original input documents (DJA/ZNR) and the information listing to the depot inventory activity.

4-4. Summarizing balances. a. The depot inventory activity will:

(1) Screen the inventory control register to monitor reconciliation control action dates.

(2) Remove the ZNR and/or DJA requests from suspense (ref para 4-3a (4)) for all lots expected to be completed by the 25th of the month. Also prepare any additional ZNR requests which may be required to delete sample lots. (When sampling inventories are conducted, the stock numbers in the sample are automatically placed on the reconciliation control file. They must be removed prior to the final reconciliation control date if the sample has failed to meet the required accuracy criteria.)

(3) Deliver all requests (ZNR and/or DJA) to the data processing activity at least 2 days before the summarization date. Maintain followup to insure that reconciliation tasks are processed at the COB on the secondary reconciliation control (summarization) date.

(4) Immediately notify the ASKA inventory control activity if circumstances exist which preclude processing of the reconciliation actions at the COB on the secondary reconciliation control (summarization) date. Reschedule the reconciliation actions with the ASDA to insure simultaneous processing by the depot and the ASDA.

b. The data processing activity will:

(1) Process reconciliation controls at the COB on the date specified by the depot inventory activity to accomplish the following actions:

(a) Scan record balances for all condition codes for the stock numbers within the range of stock numbers reflected in the ZNR requests or those designated by the DJA documents containing an "R" in card column 80.

1. For a range of stock numbers, record the record balances (if greater than "0") on magnetic tape in the image of an inventory reconciliation/audit data card (DIC BKB). In a sample lot, the stock numbers actually counted will be identified with management code Z.

2. For stock numbers reflected in DJA's, record the balances on magnetic tape in the image of a BKB. In addition, if there is no record or balance segment for a stock number reflected in a DJA document, record a BKB card to magnetic tape for condition code A with a zero quantity.

(b) Delete any lots from the reconciliation file as required.

(c) Prepare a reconciliation information listing in accordance with paragraph B-9 to indicate actions accomplished.

(2) Return the input documents (DJA/ZNR) and the information listing to the depot inventory activity.

(3) Immediately notify the depot inventory activity if circumstances exist which preclude processing reconciliation actions on the specified date.

4-5. Preparing depot and ASDA reconciliation control tapes.

a. The depot inventory activity will:

(1) Daily, screen the inventory control register to monitor reconciliation control months.

(2) Prepare a ZNR request as specified in paragraph A-9 for each lot that is to be deleted from reconciliation.

(3) Prepare one ZNR request in accordance with paragraph A-9, note 6, to obtain reconciliation output for all lots other than those in (2) above.

(4) Deliver the ZNR request(s) to the data processing activity at least 2, but not more than 4 days prior to the end of the control period.

(5) Maintain followup to insure that reconciliation tasks are processed at the COB on the day the reconciliation controls are to be deleted.

b. The data processing activity will:

(1) Process reconciliation tasks on the date specified by the depot inventory activity to accomplish the following actions:

(a) Delete any lot from reconciliation for which a delete request is received.

(b) Prepare a reconciliation control listing, as specified in paragraph B-10, containing stock numbers in each lot under reconciliation, summary balance quantities, and all transactions obtained from the transaction history file which occurred against the stock numbers during the reconciliation control period. Transactions will be assigned a "before" or "after" code, indicating that they were processed before or after the COB on the 15th of the month.

(c) Prepare the reconciliation control tape, as prescribed in paragraph C-2, to include the following data:

1. Stock numbers and summary balances for all recorded condition codes for the lot(s) being reconciled.

2. Only transactions having an effect on reconciliation of ASDA/depot records will be selected from transaction records and recorded on the tape. These transactions are as follows:

<u>DIC</u>	<u>Instructions</u>
A5_, A6_, D4_, D6_, D8_, or D9_	These transactions will be selected and recorded on the tape.
Z8_ or Z9_	These transactions, with action dates before summarization of balances, will be selected and will be recorded on the control listing but will not be recorded on the tape.
Z8_ or Z9_	These transactions, with action dates after summarization of balances, will be selected and will be added to or subtracted from the depot summary. They will be recorded on the control listing but will not be recorded on the tape.

3. Each transaction recorded on the magnetic tape will contain control code B or A, indicating when each was posted to the record ("before" or "after" summarization of balances). When the balance was "0" on the summary date and transactions have occurred subsequent to the summary date, a "0" summary balance will be constructed.

4. If requested, convert the magnetic tape to cards as follows:

a. Prepare an inventory reconciliation/audit data card (balance) (DIC BKB), from the reconciliation control file in the alignment shown in paragraph A-10.

b. Prepare an in-float document control card (DIC BKZ), from the transactions selected from the transaction history file in the alignment shown in paragraph A-11.

c. Retain a duplicate magnetic tape for 60 days.

d. Prepare a reconciliation information listing in accordance with paragraph B-9 to indicate actions accomplished.

(2) Forward the reconciliation control tape/cards and corresponding listings to the depot inventory activity at the ADP service center (ADPSC) depot.

c. The depot inventory activity will:

(1) Receive the reconciliation tapes/cards and listings from the data processing activity. This output is prepared at the ADPSC depot and will be received and dispatched to the ASDA by the ADPSC depot inventory activity. One copy of the reconciliation listing will be forwarded to the DWRT0 (depots with remote terminals only).

(2) Mail the tapes, cards, and listings to the applicable ASDA's and DWRTO's within 2 days after the end of the reconciliation control period. DA Form 200 (Transmittal Record) will be used; and lot numbers, control dates, and reel numbers will be shown under "remarks."

(3) Reconciliation output will not normally be provided to DWORT's (depots without remote terminals).

d. The ASDA will:

(1) Prepare an ASDA reconciliation control tape as described in paragraph C-3. Methods and procedures for accumulating data will vary, depending upon the type of equipment and files. ACMA's (Army class manager activities) will use the equipment available, or manual processes, to conduct reconciliations. Methods may vary between ASDA's but the data contained on tape will be standard and will consist of the following information:

(a) A summary balance record for each stock number and condition of the inventory lot. The balance entered in this record will be the master balance record as of the COB on the 15th of the month.

(b) A detailed record for each transaction posted to the master balance record during reconciliation control as follows:

1. Only transactions having an effect on the reconciliation of ASDA/depot records will be selected from activity records and recorded on tape (i.e., transactions containing A5_, A6_, B6_, D4_, D6_, D7_, D8_, or D9_). Dual adjustment documents (DIC DAC) will be converted to D8C and D9C transactions.

2. Transactions posted from the BOB (beginning of business) on the day that the initial reconciliation control began, to the time that balances were summarized, will be identified with a "B" or "before" summary balance reconciliation control indicator in the detail record.

3. Transactions posted from the time that balances were summarized, to the COB on the day that the secondary control date was deleted, will be identified with an "A" or "after" summary balance reconciliation control indicator in the detail record.

(2) Receive the depot reconciliation control tapes/cards and a reconciliation control listing. The reconciliation control listing will reflect all transactions which were posted at the depot during the initial and secondary reconciliation

control periods, to include "A6" materiel release denials, transaction reversals, locally processed materiel adjustment documents, and any other transaction affecting quantitative records.

4-6. Reconciling ASDA/depot records. The ASDA's will:

a. Process depot and ASDA reconciliation control tapes/cards not later than 15 days after the end of the reconciliation control period, as follows:

(1) Compare the depot and ASDA tapes/cards to match each stock number by condition code and related transactions posted during the reconciliation control period, and take the following actions:

(a) Determine if all "before" transactions originated by the ASDA are reflected on the depot tape. If reflected as "before" on the depot tape, disregard because the match reveals it does not affect the reconciliation. If reflected as "after," subtract debit transactions from or add credit transactions to the depot balance.

(b) Determine if all "before" transactions originated by the depot are reflected on the ASDA tape. If reflected as "before" on the ASDA tape, disregard because the match reveals it does not affect the reconciliation. If reflected as "after," subtract debit transactions from or add credit transactions to the depot balance.

(2) Compare the depot balance (after revision to consider the effect of in-float transactions, if appropriate) to the ASDA balances to determine the items with potential discrepant quantities and the dollar value of a discrepancy.

(3) Categorize the items and process as follows:

(a) Items with all transactions matching (i.e., "before" transactions originated by the depot are on the ASDA tape and "before" transactions originated by the ASDA are on the depot tape) and balances (revised to consider the timing of in-float transactions) matching require no further action.

(b) For items with all transactions matching and balances (revised to consider the timing of in-float transactions) unmatched, in-line computer adjustments will be made.* Off-setting differences between condition codes will be corrected so as to exclude the adjustment from the physical inventory gain or loss financial adjustment.

* Applies only to those ASDAs with the capability to perform an in-line match of depot and ASDA transaction histories; other ASDAs will perform manual pre-adjustment research on non controlled inventory adjustments over \$200 and all controlled item adjustments.

(c) For all other items with unmatched transactions, discrepant quantities will be placed in a suspense account for a period not to exceed 30 days during which time preadjustment research will be accomplished. To place an item in a suspense account, process as follows:

1. Prepare an in-line adjustment. This adjustment will be coded to exclude it from financial inventory adjustments.

2. Process an in-line adjustment as a dual adjustment to remove the discrepant loss quantity from the regular account and to post it as a suspended account.

3. Process an in-line adjustment as a single adjustment to suspend gain quantities.

(d) When comparing depot and ASDA balances--if a stock number appears on the ASDA tape with a positive balance and does not appear on the depot tape, prepare a request for recount, type of physical inventory code G, management code M, with the lot number in the project code field. Forward the request to the depot and use the results, upon receipt, in conjunction with research.

(e) If a stock number appears on the depot tape with a positive balance and does not appear on the ASDA tape, process an inventory gain for the depot quantity and proceed as follows:

1. If materiel is not required and a logistic reassignment (loss) has occurred within the past year, decapitalize to the gaining item manager (DIC DE_) and forward a logistic transfer document (DIC BKZ) with management code Y to the depot.

2. If the materiel is not required and a logistic reassignment occurred more than 12 months earlier, report the item as excess in accordance with AR 755-1 and provide the depot with an A5 document to ship for the gaining item manager or to the PDO (property disposal officer).

(f) Prepare an inventory listing to reflect the nondiscrepant items--this will include the items where the total quantity for a stock number matched but a compensating adjustment between condition codes was processed. Summarize to reflect the dollar value of the items, and the number of items.

(g) Prepare a research listing for each category and subcategory of discrepant items revealed by the comparison

of quantities suspended. As a minimum, the listing will contain the following information:

1. Basic catalog data extracted from the master record.
2. Quantity suspended, original account, purpose code, etc., from which the discrepant quantity was removed.
3. Transactions, posted by the ASDA during the control period, coded "A" or "B."
4. Transactions, posted by the depot during the control period, coded "A" or "B."
5. Depot balance quantity (as revised if applicable).
6. ASDA summarized balance.
7. Extended dollar value of each item.
8. Unit price of each item.
9. Inventory category code.

(h) Prepare an adjustment listing reflecting the quantity and dollar value of each gain or loss processed in-line.

(i) Update the date of last inventory (DOLI) on the accountable record for each stock number reconciled.

b. Accomplish preadjustment research as follows:

(1) Priority will be given to research of discrepancies in the following sequence:

(a) Controlled inventory items from the highest dollar value of discrepancy to the lowest dollar value.

(b) Other discrepancies from the highest dollar value of discrepancy to the lowest dollar value.

(2) Preadjustment research will consist of the following actions, as a minimum:

processed documents, including those rejected
s, for before summary balance transactions
t appearing on the ASDA tape.

ction histories for mismatched trans-
r the final control date which were
before the summary balance, and which
ASDA tape.

(c) Contact the depot to determine if transactions originated before the summary balance by the ASDA, and not appearing on the depot tape, have been received. Obtain the date processed or verify that the action was not processed by the depot.

(d) Initiate required action on documents revealed by research which were not processed by the ASDA. Code these actions so as to exclude from the physical inventory gain and loss financial category.

(e) Compare source documents (e.g., hard copy, PCM card, etc.) to questionable entries on the transaction history.

(3) Adjust accountable records on an item-by-item basis as preadjustment research is completed. At the end of 30 days, adjust suspended balances, for those items for which preadjustment research has not been completed, to agree with the depot balance (as revised by consideration of the timing of in-float transactions).

(4) Adjustment actions will provide for the following requirements:

(a) When the suspended quantity represents an overage, the suspense quantity will be adjusted to zero, coded to exclude from the financial inventory and the true overage debited to the regular account, coded to reflect a financial inventory gain.

(b) When the suspended quantity represents a shortage, the suspense quantity will be adjusted to zero, coded to reflect a financial inventory loss.

(c) Prepare an adjustment listing supplementing the listing prescribed in a(3)(f) above.

c. Accomplishing causative research.

(1) General.

(a) Causative research will be completed within 90 days following adjustment to accountable records.

(b) Complete causative research will be accomplished on all adjustments for ICG 0, 2, and 8 items; adjustments greater than \$2,500 for ICG 3 and 7 items; and adjustments greater than \$10,000 for ICG 1, 4, 5, 6, and 9 items.

(c) Sample causative research (as prescribed in appendix B, AR 740-26) will be conducted for other inventory adjustments.

(d) During causative research, the validity of the inventory adjustment will be reviewed. If causative research reveals that an incorrect inventory adjustment was processed, the adjustment will be reversed if no more than 90 days have elapsed since the erroneous adjustment. If more than 90 days have elapsed, another inventory adjustment must be processed.

(e) Error causes will be tabulated on AMC Form 2009-1 (Error Cause Register) (para G-4). This tabulation will be summarized quarterly for management review. The causes appearing most frequently will be analyzed for appropriate corrective action.

(f) When causative research indicates the probability of theft or when no conclusive findings result from causative research on inventory category code 2, 3, 8, and 0 items, security personnel will be advised.

(2) Procedures. The ASDA will:

(a) Conduct causative research simultaneously with preadjustment research insofar as possible. If error cause was determined by preadjustment research, record errors on the error cause register. No further research is required.

(b) Prepare BJA in accordance with instructions in paragraph A-16 to obtain depot transaction histories from the DOLI.

(c) Receive depot transactions and compare to the ASDA histories on document number, suffix code, document identification code, unit of issue, quantity, condition code, and transaction loss/gain code.

1. If all transactions match, assign code for no conclusive findings. Update error cause register.

2. When there is a depot transaction and no matching ASDA transaction, compare depot post date to transaction history cutoff dates to determine if depot post date would account for the mismatch. Check the ASDA transaction history for an erroneous reversal, the depot transaction history to insure that this mismatch transaction is not a duplicate, the ASDA hard copy document file (e.g., source receipt document, adjustment document, and keypunch cards), logistical loss/gain confirmation file (confirming BKZ from the depot), the ASDA reject file and, as applicable, the telephone MRO register.

a. If the depot post date would account for the mismatch, disregard this mismatch transaction.

b. If research indicates that the depot transaction is valid, initiate action to post the transaction to the ASDA accountable records and process the applicable inventory correction document.

c. If research indicates that the depot transaction is erroneous or questionable, request the depot to research the mismatch document, advise the ASDA of findings and, as applicable, initiate action to correct the depot custodial records.

3. When the mismatched transaction is on the ASDA record and not on the depot record, review the date posted to the ASDA record to determine if the cutoff dates in the histories would account for the mismatch, review the ASDA history for duplicate postings and erroneous quantity postings, the transmitter listings to verify receipt/transmission of the mismatched document, and the logistic transfer BKZ received/nonreceived listing to determine if the depot received the AMDF (Army master data file) change notice and did not receive the BKZ or vice versa.

a. If discrepant document is an MRO, request the depot to review their telephone MRO register, Government bill of lading file, and hard copy status file. Based upon depot findings, coordinate with the customer and the depot to assure the customer received the materiel and to update the depot/ASDA records.

b. If the discrepant document is a logistical transfer and shows up on the logistic transfer BKZ received/nonreceived listing, contact the depot to determine current status and initiate corrective action based upon the data provided by the depot.

c. If the mismatched document is a receipt or depot originated adjustment, contact the depot to verify the validity of the transaction. Based upon the depot findings, initiate actions to update depot and/or ASDA records.

(d) Assign error cause code and update error cause register.

(e) When research of transaction in no conclusive findings and the classify the discrepancy as a min (AR 735-11), or the adjustment approving authority on DA Form 44 Report), the discrepancy will be AR 735-11.

CHAPTER 5
LOCATION SURVEY

Section I. GENERAL

5-1. General. a. Each depot location record and each item of stock stored in a depot will be validated at least each fiscal year (FY) to accomplish the following actions:

(1) A complete storage location survey will be accomplished each FY during July.

(2) A statistical sampling location survey will be taken each year in December. A complete survey will be accomplished again in January if the sampling survey reveals that the accuracy level is below the minimum acceptable level.

b. A minimum acceptable level of accuracy of 98 percent will be maintained for storage location records and will be used for evaluating a statistical sampling location survey.

c. Locations will be grouped and identified to a specific lot of a size to permit a location survey in a minimum period of time to insure maximum uninterrupted customer service, and to obtain the greatest degree of accuracy. The entire general supply location population will be grouped into one lot for sampling and the ammunition location population will be grouped into another lot for sampling.

d. Location changes and delete actions will be held in suspense during the survey period; however, location of new receipt items will continue uninterrupted.

e. Location surveys will be accomplished in accordance with the criteria and policy prescribed.

- (a) Determination of manpower requirements.
- (b) Equipment and supplies required.
- (c) Development of a schedule, to include the following dates:

- 1. Starting date.
- 2. Cutoff date.
- 3. Completion date.
- (d) Requirements for training.
- (e) Preparation of procedures.
- (f) Requirement for statistical data compilation.
- (g) Research and investigations.

(2) Develop, in conjunction with the training activity, adequate classroom and on-the-job training based upon the procedures contained in this regulation, for the thorough training of each individual in his specific assignment. This training will include, but is not limited to, instructions in the following categories:

(a) Difficulties involved in surveying each type of location. (Mock locations should be developed, showing each type of difficulty which may be encountered.)

- (b) Safety requirements.
- (c) Security considerations.
- (d) Mixed stock--
 - 1. Stock stored behind different stock-numbered items.
 - 2. Multiple stock-numbered items stored on top of one another in the same stack or location.
- (e) Questionable condition.
- (f) Questionable identity.
- (g) Illegible markings.
- (h) Improper stacking.

(i) Missing location placards and stock change cards, where required.

(j) Illegible location grid markings.

(k) Open containers.

(l) Any other storage deficiency.

b. The warehousing activity will perform a preliminary review of storage locations to detect storage deficiencies listed in a(2)(d) above, and take action to correct all deficiencies discovered.

Section II. GENERAL SUPPLIES

5-3. Forming location survey lots. a. The depot inventory activity will:

(1) Obtain a duplicate of the off-line supplemental location file for those stock numbers containing more than nine locations for a condition code.

(2) Prepare a DA Form 2496 (Disposition Form) requesting the data processing activity to prepare a location survey lot formation listing on the specified date.

(3) Forward the DA Form 2496 with the duplicate off-line location cards to the data processing activity.

b. The data processing activity will:

(1) Receive a request for a location survey lot formation listing with the location cards.

(2) Scan the location segment of the DSNMDR (depot stock number master data record) to obtain location data.

(3) Sort the locations into location sequence, the location data from the scan and the location provided.

(5) Forward the listing and duplicate location cards to the depot inventory activity.

c. The depot inventory activity will:

(1) Receive the location survey lot formation listing and duplicate location cards.

(2) Destroy the duplicate location cards.

(3) Segment the listing into location survey lots for complete surveys, not to exceed 7,000 locations per survey lot. The entire location population will be grouped into one lot for a sample location survey.

(4) Assign a two-digit numeric lot number to each lot for identification, maintaining data as to the beginning (first) location and ending (last) location included in each lot.

(5) File the listing and records of lot formation data with respective lot numbers, and destroy after completing the next survey of the same type (sample or complete).

5-4. Sample location survey. a. The depot inventory activity will:

(1) Determine the sample size in accordance with the following criteria:

(a) Determine the total number of locations for general supply items in the depot.

(b) Refer to appendix M and select the appropriate sample size for the lot of general supply locations.

(2) Prepare a location survey request card, general purpose card form (GPCF), document identifier code (DIC) ZL4, in the format prescribed in paragraph A-13. Enter one-half of the sample size desired as the sample size. (The other half will be selected from the warehouse locations.)

(3) Obtain a duplicate of the supplemental location file.

e ZL4 request with the supplemental location form to the data processing activity, on which the work cards are to be prepared.

b. The data processing activity will:

(1) Process the ZL4 request and supplemental location cards; scan the location segment of the DSNMDR and, at random, select the number of locations reflected in the ZL4 request from the DSNMDR and location cards.

(2) Prepare a location survey work card (DIC ZL6) for each location selected, in the format prescribed in paragraph A-14.

(3) Sort the work cards into location sequence and prepare a location survey control listing in the format prescribed in paragraph B-12.

(4) Forward input request cards, work cards, and listing to the depot inventory activity.

c. The depot inventory activity will:

(1) Receive the location survey work cards, input request cards, and location survey control listing.

(2) Retain the listing to assure return of all work cards and to record deficiencies for evaluating the sample and destroy input request cards.

(3) Use the work cards to accomplish the actual survey as follows:

(a) Verify the following data reflected on the cards with the data on the materiel in the storage location to include--

1. Stock number.
2. Location.
3. Unit of issue.
4. Condition code.
5. Physical security/pilferage code.⁵
6. Shelf-life code.

⁵Verification of the physical security will consist of assuring that the cards containing codes other than commensurate with the codes on the

7. Expiration date.

(b) Place a checkmark (✓) on the face of the card when all data are in agreement.

(c) Annotate the face of the card with "NS" when no corresponding materiel is in the location indicated.

(d) Circle the data on the card that are not in agreement with the data on the materiel and annotate the data, shown on the materiel, on the face of the card.

(e) Review the materiel in storage for discrepancies such as:

1. Mixed stock.
2. Unidentified stock.
3. Illegible markings.
4. Honeycombing.
5. Missing location identification.
6. Missing set identification.
7. Open containers in bulk areas.
8. Improper stacking.

(f) Annotate obvious storage discrepancies ((e) above) on the face of the location survey work card.

(g) Select another location close to the location surveyed to constitute the other half of the sample. Manually prepare a location survey work card, entering the data shown in (a), (c), and (f) above.

(4) Check off the location survey work cards from the location survey control listing.

(5) Process the manually prepared location survey work cards as follows:

in an inquiry for the catalog and location segment (VMDR) for each stock number on the cards. (Ref

the data from the cards with the data in the

(c) If there is no DSNMDR record or if the cards and the record disagree, verify the data from the cards through reference to the ARMS (Army Master Data File Reader Microfiche System) file.

(d) Prepare and forward DA Form 3785 (Location Request) (Add) to the location activity for processing in accordance with AMCR 740-19 for all unrecorded locations.

(e) Prepare DA Form 3779 (Location Placard) or DA Form 3778-1 (Loose-Issue Label) when the data on the materiel are in error; forward the form(s) to the warehousing activity.

(6) Correct the data in the location file, as follows:

(a) Prepare a location request (change) to correct the location and/or expiration date and forward it to the location activity for processing in accordance with AMCR 740-19.

(b) Correct the unit of issue, physical security/pilferage code, and the shelf-life code on the computer record by preparing a standard catalog data change card (DIC ZNT), in accordance with AMCR 740-11. Forward the card to the remote station for processing.

(c) Correct the stock number or condition code on the computer record by preparing a location request (add) for the correct number or condition, and a location request (delete) for the incorrect number or condition. Forward these cards to the location activity for processing in accordance with AMCR 740-19.

(d) Accomplish unscheduled inventories in accordance with chapter 3 for all mixed stock, reidentified stock discrepancies, and stock found on post; and correct depot balances when stock cannot be found.

(7) Accumulate data for reporting purposes on the location survey work card control listing for machine-prepared cards and prepare a like listing for manually prepared cards.

(8) Forward location survey work cards, with storage discrepancies annotated on the face of the cards, to the warehousing activity.

(9) Destroy the remaining location survey work cards.

(10) Perform quality sampling of the survey accuracy in accordance with paragraph F-2.

d. The warehousing activity will:

(1) Receive new location placards, or loose-issue labels, and location survey work cards.

(2) Remove and destroy old loose-issue labels, or location placards.

(3) Affix the new loose-issue labels, or location placards, to the location.

(4) Correct the storage discrepancy shown on the location survey work card.

5-5. Evaluating the sample location survey. The depot inventory activity will evaluate the results of the sample location survey to determine the acceptability of the survey, in accordance with the following actions.

a. Record all variances on DA Form 3787-R (Depot Record of Location Survey). Determine the survey accuracy by counting the number of locations with one of the following types of error: locations established, locations deleted, mixed stock, condition code, unit of issue, unidentified stock, and lot number (ammunition only). Other storage discrepancies, such as honeycombing, improper stacking, etc., are not to be considered in determining the accuracy of the lot.

b. Accept the location records as accurate, within the prescribed standard, when the number of locations with defects is equal to, or less than, the acceptance figure in appendix M.

c. Reject the location records, and schedule a complete location survey of general supplies at the depot for the following month, when the sample fails.

5-6. Complete location survey. a. The depot inventory activity will:

(1) Schedule the complete location survey in coordination with the warehousing activity in accordance with paragraph 5-2.

(2) Prepare a ZL4 request in the format prescribed in paragraph A-13. A ZL4 request is required for each survey lot established. Requests may be forwarded to the data processing activity progressively, if computer processing time permits several scans of the MDR.

(3) Select and duplicate ZL1 cards from the off-line supplemental location file for each range of locations entered in the ZL4 requests.

(4) Forward the duplicate location cards with ZL4 requests by DA Form 2496 specifying the date that location survey work cards are to be prepared.

b. The data processing activity will:

(1) Process the ZL4 requests and supplemental location cards, and scan the location segment of the DSMMDR selecting each location from the file or cards that is within the range of locations reflected in the ZL4 requests.

(2) Prepare a location survey work card for each location selected, in the format prescribed in paragraph A-14.

(3) Sort the location survey work cards into location sequence and prepare a location survey control listing for each lot number, in the format prescribed in paragraph B-12.

(4) Forward the input request cards, work cards, and listing(s) to the depot inventory activity.

c. The depot inventory activity will:

(1) Receive the location survey work cards, input request cards, and location survey control listing(s).

(2) Retain a listing for each survey lot to record deficiencies for evaluating the survey, and destroy input request cards.

(3) Accomplish actions prescribed in paragraphs 5-4c(3)(a) through (f) and place the location survey work card on location.

(4) Prepare a location survey work card for each item found for which a location survey work card was not provided.

(5) Remove all location survey work cards from locations.

(6) Accomplish actions prescribed in paragraphs 5-4c(4) through (10).

d. The warehousing activity will accomplish actions prescribed in paragraph 5-4d.

5-7. Evaluating the complete location survey. The depot inventory activity will evaluate the results of the complete

location survey to determine the accuracy level of the location system, in accordance with the following actions:

- a. Determine survey accuracy as described in paragraph 5-5a.
- b. Evaluate the errors recorded on the control listing(s), determine if reportable errors are recorded, and compile the number of discrepancies by type.
- c. ~~Retain~~ Retain statistical data required for preparing the depot record of location survey.

Section III. AMMUNITION (SPEEDEX DEPOTS)

5-8. Forming location survey lots. a. The depot inventory activity will:

- (1) Prepare a DA Form 2496 requesting the data processing activity to prepare a location survey lot formation listing on the specified date.

- (2) Forward the disposition form to the data processing activity.

b. The data processing activity will:

- (1) Receive a request for a location survey lot formation listing.

- (2) Scan the ammunition site location record to obtain location data.

- (3) Prepare a lot formation listing in the format prescribed in paragraph B-13 reflecting the following data:

- (a) The first (lowest) location, both site and grid.

- (b) The last (highest) location, both site and grid.

- (c) Number of site locations.

- (d) Number of grid locations in each site.

- (e) Total number of grid locations.

- (4) Forward the listing to the depot inventory activity.

c. The depot inventory activity will:

- (1) Receive the location survey lot formation listing.
- (2) Segment the listing into location survey lots for complete surveys not to exceed 7,000 grid locations per survey lot. Do not divide a site location between two survey lots. The entire grid location population will be grouped into one lot for a sample location survey.
- (3) Assign a two-digit numeric lot number to each lot for identification, maintaining data as to the beginning (first) site and grid location, and ending (last) site and grid location included in each lot.
- (4) File the listing and records of lot formation data with respective lot numbers, and destroy after completing the next survey of the same type (sample or complete).

5-9. Sample location survey. a. The depot inventory activity will:

- (1) Determine the sample size in accordance with the following actions:
 - (a) Determine the total number of grid locations for ammunition items in the depot.
 - (b) Refer to appendix M and select the appropriate sample size for the lot of ammunition grid locations.
- (2) Prepare a ZL4 request in the format prescribed in paragraph A-13. Enter one-half of the sample size desired as the sample size. (The other half will be manually selected from the site location.)
- (3) Forward the ZL4 request by disposition form to the data processing activity, specifying the date the listing and planographs are to be prepared.

b. The data processing activity will:

- (1) Process the ZL4 request and scan the ammunition site location record and, at random, select the number of grid locations indicated by the sample size reflected in the ZL4 request and access the MDR (master data record) to obtain cataloging data for inclusion on the planograph.
- (2) Prepare an ammunition location survey planograph control listing on two-part paper in the format prescribed in paragraph B-14.

(3) Prepare a work planograph, in the formats prescribed in paragraph B-15 and B-16, on two-part paper for each site from which a grid location was selected for sampling. Record the word "SAMPLE" on each line entry for the grid location that was randomly selected.

(4) Forward the listing and planographs to the depot inventory activity.

c. The depot inventory activity will:

(1) Receive the location survey control listing and the related planographs.

(2) Retain the listing to assure return of all planographs and to record deficiencies for evaluating the sample, and destroy input request cards.

(3) Use the planographs to accomplish the actual survey as follows:

(a) Verify the following data reflected on the planograph for the location annotated "SAMPLE," to include:

1. Stock number.
2. Serial/lot number.
3. Unit of issue.
4. Condition code.⁶
5. Physical security/pilferage code.⁷
6. ASDA routing identifier code.

(b) Place a checkmark (✓) on the applicable line entry on the planograph when all data are in agreement.

⁶ The condition code on the survey planograph will be verified with the depot surveillance record, rather than at the storage location.

⁷ Verification of the physical security/pilferage code accuracy will consist of assuring that items represented by planographs containing codes other than "U" are in a secure area commensurate with the codes on the cards.

(c) Annotate the planograph with "NS" on the applicable line entry and also in the grid location when no corresponding materiel is in the site location.

(d) Circle the data on the planograph that are not in agreement with the data on the materiel and annotate the data, shown on the materiel, on the next line of the planograph immediately below the original entry.

(e) Review the materiel in storage for discrepancies such as:

1. Mixed stock.
2. Unidentified stock.
3. Illegible markings.
4. Honeycombing.
5. Missing magazine data card.
6. Open containers.
7. Improper stacking.

(f) Annotate obvious storage discrepancies ((e) above) on the planograph.

(g) Select another grid location close to the location surveyed to constitute the other half of the sample. Manually annotate the applicable line entry on the planograph with "SAMPLE" or enter the applicable data as a complete line entry if the selected grid location is not reflected on the planograph and draw the occupied space on the form. Accomplish verification as cited in (a) through (f) above.

(4) Check off the location survey planograph from the control listing when completed in the storage area.

(5) Process the manually selected samples entered on the planograph as follows:

(a) Verify the data on the planograph with the data on the materiel.

(b) If there is no entry on the planograph for the materiel, or if the materiel and the planograph disagree, verify the data through reference to the ARMS file.

(c) Annotate the planograph with "NS" on the applicable line entry and also in the grid location when no corresponding materiel is in the site location.

(d) Circle the data on the planograph that are not in agreement with the data on the materiel and annotate the data, shown on the materiel, on the next line of the planograph immediately below the original entry.

(e) Review the materiel in storage for discrepancies such as:

1. Mixed stock.
2. Unidentified stock.
3. Illegible markings.
4. Honeycombing.
5. Missing magazine data card.
6. Open containers.
7. Improper stacking.

(f) Annotate obvious storage discrepancies ((e) above) on the planograph.

(g) Select another grid location close to the location surveyed to constitute the other half of the sample. Manually annotate the applicable line entry on the planograph with "SAMPLE" or enter the applicable data as a complete line entry if the selected grid location is not reflected on the planograph and draw the occupied space on the form. Accomplish verification as cited in (a) through (f) above.

(4) Check off the location survey planograph from the control listing when completed in the storage area.

(5) Process the manually selected samples entered on the planograph as follows:

(a) Verify the data on the planograph with the data on the materiel.

(b) If there is no entry on the planograph for the materiel, or if the materiel and the planograph disagree, verify the data through reference to the ARMS file.

(2) Prepare a location survey control listing on two-part paper for each lot number in the format prescribed in paragraph B-14.

(3) Forward the listing, planographs, and input request card to the depot inventory activity.

c. The depot inventory activity will:

(1) Receive the location survey control listings, input request cards, and work planographs.

(2) Retain a listing for each lot to record deficiencies for evaluating the survey and to assure return of all planographs; destroy input request cards.

(3) Use planographs and accomplish actions prescribed in paragraphs 5-9c(3)(a) through (f).

(4) Record data on the planograph manually, when an item is found in a grid location which was not reflected on the planograph.

(5) Check off the planograph from the control listing when completed in the storage area.

(6) Process the items manually entered on the planograph in accordance with paragraph 5-9c(5).

d. The ammunition supply/location activity will accomplish actions prescribed in paragraph 5-9d.

e. The depot inventory activity will accomplish actions prescribed in paragraph 5-9e.

5-12. Evaluating the complete location survey. The depot inventory activity will evaluate the results of the complete location survey to determine the quality of the location system and records, in accordance with the following actions:

a. Errors will be subjected to validation research before they are counted as errors. Only one error per location will be counted for evaluating the location records.

b. Discrepancies such as location records corrected, established, or deleted/changed; and changes in unit of issue, physical security/pilferage code, lot number, mixed stock, and unidentified stock will be reported on DA Form 3787-R.

c. All other storage discrepancies, such as honeycombing, improper stacking, etc., are not to be considered in determining the accuracy of the lot. Locations retained for obligated stocks will not be considered as errors.

CHAPTER 6

LOCATION RECORD AUDIT

Section I. AUDITS BETWEEN AMC
DEPOTS AND AMC ASDA'S

6-1. General. a. Each depot custodial record with a positive balance for an AMC ASDA (accountable supply distribution activity) will be validated with accountable records in accordance with this section at least twice each fiscal year (FY) to accomplish the following actions:

(1) A complete location record audit will be accomplished during the months of August and February each FY. The lot number for reporting and reconciling the complete audits will begin with the alphabetic owner code of the ASDA in the first position, "98" in the second and third positions in August, and "99" in the second and third positions in February. (Ref para D-4.)

(2) A progressive validation of audit data elements will also be accomplished in conjunction with each scheduled inventory reconciliation. The lot number of the inventory reconciliation will also serve as the identifying lot number of this type audit.

b. Audit data will be obtained using in-float document control procedures, between monthly catalog changes, in the same manner as prescribed for inventory reconciliation.

c. Depots will accomplish normal inventory reconciliation actions and the progressive audit will be accomplished by the ASDA's.

d. There are three types of location record audit errors:

(1) Type 1. Accountable records with stock balances other than zero or a credit balance without a supporting depot record, by condition code.

(2) Type 2. Depot custodial records, with actual stock on hand, without an accountable record balance, by condition code.

(3) Type 3. Mismatch of any of the following data elements:

(a) Unit of issue.

(b) Stock number (stock number change to another stock number or stock number consolidation).

(c) Ownership (owner/manager).

(d) Physical security/pilferage code.

(e) Shelf-life code.

(f) Inventory category code (ICC). (ICC's assigned by the manager will be reflected in the owner balance record but will be validated by the manager only.)

e. Mismatch of any element will be subjected to validation research to resolve in-float actions before they are counted as errors.

f. All errors will be accumulated quantitatively by type and data elements within type 3. Each type error will be a subject for analysis as to impact and cause, to be included in the narrative supplement to the report of audit for inclusion in the report of inventory control effectiveness. Errors will be assessed against the depot or ASDA in respect to the file containing the erroneous data.

g. Only one error per stock number is to be reported and used in computing the percentage of accuracy.

h. The minimum acceptable accuracy for location record audit reconciliation is 97 percent.

i. Location record audit actions will not be delayed beyond the prescribed dates awaiting delinquent input. Disposition of delinquent input received after the prescribed action dates will be obtained from the Headquarters, AMC, Inventory Coordinator.

6-2. Planning and scheduling. The ASDA's and depot inventory activities will use the following dates for control of the semiannual complete audit:

a. Initial control date is the close of business (COB), 25 July/January. Transactions for the 26th are the earliest transactions that will appear on the audit tapes.

b. Secondary control date (change from "before" to "after") is the COB, 2 August/February. Transactions for the 2d will be coded "B" (before) on the audit tapes.

c. Delete control date is the COB 7 August/February. Transactions for the 7th will be the latest to appear on the audit tapes.

6-3. Procedures. a. Depots.(1) The depot inventory activity will:

(a) When the semiannual audit is to be conducted, the service center depot will prepare a location audit request, general purpose card form (GPCF) (DIC ZL5), as specified in paragraph A-15. Depots with remote terminals only (DWRT0) will provide ADP (automatic data processing) service center depots with the routing identifier codes (RIC's) of the accountable activities with which the audit is to be conducted, specifying card or tape output for each RIC, in order that the service center can prepare the location audit request to include each DWRT0.

(b) Forward the ZL5 request to the remote input station on or before the 31st day of July or January, as applicable.

(c) Coordinate with the data processing activity to insure that the audit task is scheduled to be run at the COB on the 2d of August or February.

(2) The data processing activity will run the location audit task to scan the balance files to produce a magnetic tape containing a BKB card image for each AMC ASDA record reflected on the balance files (general supply and ammunition). This tape is stored for input on the 7th of the same month.

(3) The depot inventory activity will coordinate with the data processing activity to insure that the audit task is scheduled to be run at the COB on the 7th of August/February. A card input is not required.

(4) The data processing activity will:

(a) Run the location audit task to scan the transaction history file, selecting transactions that were processed from the beginning of business (BOB) on 26 July/January through the COB on 7 August/February, writing the transactions to a magnetic tape in the format of the in-float document control card (DIC BKZ) as specified in paragraph A-11.

(b) Merge the magnetic tape containing BKB cards with the magnetic tape containing the BKZ cards.

(c) Produce a magnetic tape or card deck for each ASDA, with an information listing reflecting the actions accomplished by the audit tasks. General supply and ammunition will be on separate tapes/cards. The tape or card deck and listing will contain the following data:

1. A balance record in the format specified in paragraph C-2 for each stock number, by condition code, with the on-hand balance for each owner/manager segment of the balance files (general supply and/or ammunition). Zero balance records will be included when "before" and/or "after" transactions, other than Z8P and Z9L adjustments, have been processed during the control period.

2. A transaction record in the format specified in paragraph C-2b for each transaction applicable to the stock number and respective ASDA's, which was posted to the custodial record during the control period (Z8P and Z9L adjustments will not be included); however, if these adjustments are "after" transactions, the summarized balance will be revised accordingly.

(d) Duplicate the individual magnetic tapes produced for each ASDA and retain for 60 days. Forward the original tapes and the card decks with listings, to the depot inventory activity, labeled as to the ASDA and reel number.

(5) The ADP service center (ADPSC) depot inventory activity will:

(a) Receive magnetic tapes/cards and listings from the data processing activity.

(b) Mail the tapes/cards and one copy of the listings to applicable ASDA's under DA Form 200 (Transmittal Record) by the COB, 8 August/February. (Airmail will be used when necessary to assure arrival at ASDA's for processing on the 13th.)

(c) Forward one copy of the listings to the applicable DWRT0 under DA Form 200.

(d) Retain listings for the service center depot and depots without remote terminals (DWORT) for research purposes until the next audit.

b. The ASDA's will:

(1) Establish controls and related actions as an integral part of the regular scheduled inventory reconciliation as prescribed in chapter 4; however, the semiannual audits will use control dates of COB 25 July/January and COB 2 and 7 August/February.

(2) Accomplish reconciliations as prescribed in paragraph 4-6a(1), for all stock numbers assigned to a specified lot or

all stock numbers on record by depot that reflect a positive on-hand balance when conducting a complete audit.

(3) Receive audit reconciliation data from depots and convert cards to magnetic tape as required.

(4) Process tapes on 14 August/February to accomplish the following actions:

(a) Reconcile data received from each depot with data recorded from the accountable record for each stock number by condition code, and audit data element.

(b) Prepare AMDF (Army master data file) inquiry cards (DIC CQE) in accordance with AR 708-1 for each stock number for which there was an audit data element mismatch.

(c) Write all CQE cards to a transceiver tape (or cards) and transmit to the US Army Catalog Data Agency (USACDA) subsequent to 14 August/February (or as produced for the progressive audit). All CQE inquiries resulting from the location record audit will contain output media code A in card column 44 to assure response by the transceiver.

(5) Accumulate data from the initial match, by depot, to include the following data:

(a) Total number of stock numbers without matching records and/or mismatch of any data element.

(b) Number of ASDA records with balance without matching depot records.

(c) Number of depot records with balance without matching ASDA records.

(d) Number of each audit data element unmatched.

(e) Number of "change to" and "consolidated" stock numbers.

c. The USACDA will:

(1) Receive CQE inquiries resulting from the location record audit.

(2) Process CQE cards received from the ASDA's in the first CQE processing cycle after the cards are received.

(3) Transceive CQE replies from (2) above as soon as they are prepared.

d. The ASDA's will:

(1) Upon receipt of the USACDA reply to inquiries, determine if the depot or ASDA record is in error.

(2) When the depot record is different than USACDA data, prepare a DA Form 2510 (Storage Item Data Change Document) (DIC BM6) (ref para A-1b), and transceive the document to the depot. A BM6 document cannot contain a binary code indicating a data change when reidentification is required.

(3) When the ASDA record is incorrect, initiate action to correct the erroneous data on the accountable record.

(a) When the USACDA and the depot records are in agreement but different from the ASDA record, determine the following in order to establish a reason for each mismatch:

1. If a change notice was forwarded to the USACDA.
2. If the USACDA did not broadcast the change.
3. If the ASDA posted the change before the effective date.

(b) When the USACDA and depot records are in agreement but not considered to be current, initiate action to broadcast a change notice through the USACDA.

(4) Army class manager activities (ACMA's) will coordinate with the appropriate source of supply (item manager) to determine if specific data elements should be changed and, if so, will initiate action to have the necessary change broadcast by the USACDA.

(5) Prepare an audit error listing of the ASDA errors, by depot, and a listing of depot errors for each depot reflecting the number of data element errors, as follows:

- (a) ASDA records without depot records.
- (b) Depot records without ASDA records.
- (c) Stock numbers requiring identification.
- (d) Unit of issue.
- (e) Stock numbers changed to another stock number.
- (f) Ownership (owner/manager) differences.

(g) Physical security/pilferage code.

(h) Shelf-life code.

(i) Inventory category code (managers only).

(j) Number of different stock numbers with any type of error (totals).

(6) Accomplish the following actions for items audited independent of a scheduled inventory:

(a) For noncontrolled items, use the custodial balance quantity to initiate adjustment (loss) action with management code P, as prescribed in AR 725-50, to adjust the accountable records when the ASDA record reflects a balance and the depot balance is zero, providing the adjustment loss does not exceed \$25. Differences between condition codes will also be adjusted if the total quantity of all condition codes is in agreement but will not be reflected as a financial gain or loss.

(b) All stock numbers, except those in (a) above, for which there was an ASDA accountable record and no depot record or a depot record and no ASDA record, after consideration of the "in-float" transactions, will be scheduled for physical inventory (type C) in the next fiscal quarter. These items will be assigned an inventory lot number prescribed by paragraph D-4 and placed on the quarterly inventory priority schedule as the first priority for inventory. A physical inventory request document (DIC DJA) will be prepared for each stock number scheduled. These stock numbers will be screened against other inventory lots and, where duplicate inventories would result, delete the stock number from the type C inventory.

(7) Forward stock numbers which cannot be verified through the USACDA file or research by the item manager, to the depot, on an 80-80 column listing of the BKB card, under cover letter.

(8) Transceive BM6 documents resulting from the semiannual audits by 25 August/February.

(9) Select a sample lot (app M) of the audit errors and conduct causative research for these error conditions.

(a) The sample lot will be a representative sample of stock numbers with type 1, 2, and 3 audit errors.

1. Stock numbers with type 1 and 2 errors will be selected from the output DJA documents and causative research will be conducted as outlined in paragraph 4-6c(2).

2. Stock numbers with type 3 errors will be selected from the output CQE documents.

a. When the type 3 error is chargeable to the ASDA, research will consist of a review of ASDA transaction history, rejected catalog update documents, and validation of catalog postings for accuracy and timeliness.

b. When the type 3 error is chargeable to the depot, request the depot to conduct research and furnish results to the ASDA.

c. Upon completion of research, assign applicable error cause code for the discrepancy.

(b) Utilize the error cause findings as a basis for preparing the audit error cause analysis. (Ref para 6-1f.)

e. The depot inventory activity will:

(1) Receive and process BM6 documents on or before 26 August/February.

(2) Receive DJA requests for scheduled inventory and accomplish as prescribed in chapter 3.

(3) Receive and process 80-80 column listings of BKB cards as follows:

(a) Determine the correct stock number, if possible, and advise the ASDA by letter after accomplishing the following actions:

1. Establish a record on the MDR (master data record) for the good stock number, if necessary, and process adjustments (DIC Z8P/Z9L) in accordance with AMCR 711-3 to transfer the stock to the proper FSN.

2. Prepare a physical inventory count card (DIC DKÀ) for the quantity on record and forward as an inclosure to the letter in (a) above.

(b) If the proper stock number cannot be determined, prepare a DA Form 1988 (Request for Federal Stock Number) by completing sections A and B in accordance with AR 708-1 and forward the request to the ASDA. The document number

of the last transaction processed by the depot and forwarded to the ASDA will be shown in section B.

f. The ASDA's will:

(1) Receive results of scheduled inventories resulting from the audit and process in a normal manner. Items on depot records not on ASDA records will be processed in accordance with paragraph 4-6a(3)(e). Quantities on ASDA records not on depot records will be adjusted as a loss.

(2) Receive the letter with inclosures or DA Forms 1988 from the depot and perform the following actions:

(a) Process DA Form 1988 in accordance with AR 708-1 and return the form to the depot with section C completed. (This step may be omitted if a letter is received instead of a DA Form 1988.)

(b) If the ASDA has no record of the stock number in the letter (and DKA) received in (2) above or in section C of the DA Form 1988 (completed in (a) above), establish a record.

(c) Process an inventory gain adjustment for the quantity in the DKA or section B of the DA Form 1988 and proceed as in paragraph 4-6a(3)(e).

(3) Adjust error listings according to the results of inventory and/or identification actions, as follows:

(a) If an item is identified as the depot record being correct, the ASDA will be charged with the error.

(b) If an item is changed as a result of reidentification and the ASDA has a record, the depot will be charged with the error.

(c) If the item is reidentified and the ASDA has a record, both the ASDA and the depot will be charged with an error.

(4) Use the error listings for preparing the audit report as prescribed in chapter 9.

g. The depot will:

(1) Receive DA Form 1988 with section C completed and proceed as in e(3)(a)1 above.

(2) Analyze the error listing and narrative supplement and, where applicable, initiate action to preclude recurrence of error situations.

(3) Maintain a record of actions taken with error listings and audit report for review by inspection teams.

Section II. AUDITS BETWEEN AMC DEPOTS
AND OTHER SERVICE/AGENCY ASDA's

6-4. General. a. Each depot custodial record with a positive balance recorded for other service/agency ASDA's will be validated with accountable records, in accordance with this section, once each FY.

b. Other service/agency audits will be coordinated with the ASDA which owns the materiel; these audits will be initiated by the depot. The coordination will be initiated by the depot in sufficient time to schedule the audit as soon as possible after the July location survey.

c. Depots will receive and process storage item data correction cards (DIC DZB) (ref para A-21) to update the MDR as a result of the audit.

6-5. Procedures. a. The depot inventory activity (ADPSC and DWRT0) will:

(1) Contact each other service/agency ASDA for which the depot stores materiel (i.e., a positive balance exists on the custodial record), and accomplish the following actions:

(a) Coordinate with the activity to select a date on which the audit is to be performed, as soon after the July "complete" location survey as is feasible for both the depot and the owning activity.

(b) Coordinate with the activity to determine if the reconciliation request cards should be transceived or mailed. Transceiver facilities will normally be used when available.

(2) Coordinate with the data processing activity to insure that the other service audit task is processed on the agreed upon date.

(3) Prepare a location audit request card (other service/agency) (DIC ZL9) as described in paragraph A-19.

(4) Forward the ZL9 request to the remote station 1 day before the scheduled audit date, to allow time to correct and reenter any validity edit reject which may occur.

b. The data processing activity will:

- (1) Receive notification of the other service audit from the inventory activity and schedule and run the other service audit task on the agreed upon date.
- (2) Produce interpreted audit reconciliation request cards (DIC DZH) (ref para A-20) at the remote station of the depot submitting the ZL9 request.
- (3) Forward the DZH cards to the depot inventory activity.

c. The depot inventory activity will:

- (1) Receive the audit reconciliation request cards (DIC DZH) from the data processing activity.
- (2) Screen the cards for partially blank routing identifier codes (To) such as F--, G--, or N--, and have the correct RIC punched into the cards.
- (3) Transceive or mail the cards to the appropriate ASDA, as previously agreed.
- (4) Retain a copy of the DZH card deck until resulting DZB cards have been received and processed.

d. The other service/agency ASDA will receive and process audit reconciliation request cards (DIC DZH) and return a storage item data correction card (DIC DZB) to the depot to correct mismatches of catalog data, or will return a physical inventory request document (DIC DJA) to the depot for mismatches of stock number or condition.

e. The depot inventory activity will:

- (1) Receive and process physical inventory request documents (DIC DJA) as prescribed in chapter 3.
- (2) Receive and process storage item data correction cards (DIC DZB) in accordance with AMCR 740-11.

Section III. AUDITS BETWEEN AMC ASDA'S
AND OTHER SERVICE/AGENCY DEPOTS

6-6. General. Each Army ASDA accountable record for stocks stored at another service/agency storage activity (depot) will be validated with accountable records in accordance with this section, once each FY. Audits will be coordinated with depots to select a cutoff date on which audit data will be recorded at both the ASDA and the depot.

6-7. Procedures. a. On the mutually agreed cutoff date, the ASDA will prepare a location audit reconciliation tape which will include a record of each stock number on the ASDA accountable record with a positive on-hand balance for the depots to be audited. As a minimum, the tape will include the following ASDA data for each stock number:

- (1) Stock number.
- (2) Condition code.
- (3) Unit of issue.
- (4) Shelf-life code.
- (5) Physical security/pilferage code.

b. Upon receipt of the audit reconciliation documents (DIC DZH) from the depot, convert the cards to tape and accomplish the following actions:

(1) Prepare and forward to the depot, DZG cards in the format outlined in paragraph A-22, for each input DZH card which contained an invalid DIC, RIC (To), or condition code. Reject codes will be assigned in accordance with paragraph D-6.

(2) Prepare and forward to the USACDA, an inquiry document for each stock number for which the depot record does not match the ASDA record on all of the data elements identified in a above. These inquiries will be prepared in the format prescribed in chapter 7, AR 708-1, and will be coded to indicate that query of the Defense Logistics Service Center (DLSC) file is required.

c. Upon receipt of the inquiry reply documents from the USACDA, accomplish the following actions:

(1) If the reply documents indicate there is no AMDF or DLSC record for the stock number, prepare a DZG card in the format outlined in paragraph A-22, with reject code AD in card columns 79 and 80. Forward these documents, under cover letter, to the depot requesting reidentification action.

(2) If the stock number is not in the AMDF, but there is a DLSC record, forward a list of these items to the managing activity for the item, requesting the correct audit data elements (a above) for the stock number.

(3) Compare the AMDF record or the manager's response to the depot and ASDA record.

(a) If the depot record is in error, prepare and forward to the depot, a DZB card in the format outlined in paragraph A-21 with item data correction codes assigned in accordance with paragraph D-6.

(b) If the ASDA record is in error, update the ASDA record and initiate action to update the AMDF, as applicable.

(4) Conduct and reconcile special inventories on those stock numbers for which there is an ASDA balance record for a condition code and no corresponding depot record, or the depot reported a condition code and there was no corresponding ASDA balance record.

CHAPTER 7

ZERO BALANCE FLASHER

7-1. General. a. The zero balance flasher system is designed to reduce denials and to identify transaction processing problems such as late reentry of rejects and applies only to Army depots and ASDA's (accountable supply distribution activities).

b. A zero balance flasher, document identifier code (DIC) BZB, will be dispatched when a depot record changes from a positive balance to a zero balance under the conditions described in paragraph 7-2a. It should be noted that a depot record does not change to a zero balance as a direct result of processing a denial (DIC A6). The depot record may go to zero as a result of processing a local inventory adjustment (DIC Z9L) subsequent to denial research, but no BZB document will be dispatched since the A6 card will have already served the same purpose by causing any balances on the ASDA record to be suspended.

7-2. Preparing and using the zero balance flasher. a. The depot data processing activity will prepare and write to a transceiver tape a zero balance flasher card (DIC BZB) in the format in paragraph A-18 when a depot custodial record reaches a zero balance in condition code A, B, C, D, E, or G as a result of the following conditions:

- (1) An issue, except to PDO (property disposal office).
- (2) A scheduled physical inventory.
- (3) Adjustments (other than catalog change adjustments).
- (4) A receipt reversal.

b. The ASDA will, upon receipt of a zero balance flasher process it as follows:

- (1) If the accountable record balance is zero for the specified condition, no further action is required.
- (2) If the accountable record balance is not zero, the quantity on record will be adjusted automatically to a suspended account to preclude further materiel release orders for all or part of the discrepant quantity until one of the following situations occur:

(a) The scheduled inventory resulting in zero balance is reconciled by the accountable activity.

(b) The accountable activity processes an unposted transaction accounting for the discrepancy.

(c) A physical inventory is conducted.

(3) Remove quantities from suspense within 30 days, except when the following conditions exist:

(a) The zero balance resulted from a scheduled physical inventory.

(b) A scheduled physical inventory is required to resolve the discrepancy; in this case, the depot must be notified within 30 days, that a physical inventory is required.

CHAPTER 8

PHYSICAL INVENTORY QUALITY CONTROL

8-1. General. a. This chapter prescribes minimum physical inventory quality check requirements for depots and ASDA's (accountable supply distribution activities). The quality control checks will be accomplished by the inventory activity using random sampling techniques. The quality control sampling table (app M) will be used in the quality checks by both depots and ASDA's unless otherwise specified. Data collected as a result of these quality checks will be used for management purposes to determine areas of weakness, detect trends, and take corrective actions.

b. Depots and ASDA's will establish an error cause research program to augment the quality control checks that are made. Statistics will be accumulated for each inspection characteristic shown for each check at appendix F. These statistics will be used to determine the incidence of error occurrence for each characteristic of each check to show the rate of error growth. Although statistics will be maintained for each characteristic of each check, error occurrence and error growth rate will be based upon one error per item checked.

c. Rejection of a lot will result in the review of the entire lot to purify records, analyze error causes, and initiate corrective actions. Corrective actions will include procedural changes, training of personnel causing the errors, or other action deemed appropriate as a result of error cause analysis. Tabulations of data showing the individual responsible for the error are required when the sample fails. These data will be retained for review by management.

d. At the end of each month, a report will be provided by the inventory activity to the Directorate for Supply (DS) (depot), or the Directorate for Materiel Management (ASDA). The report will summarize the results of each quality check and will include the following data for each area that shows less than satisfactory performance:

- (1) Summary of the problem.
- (2) Cause for poor performance.
- (3) Recommended solution.

(4) Action taken.

Each succeeding report will highlight areas previously reported until such areas are performing satisfactorily for 2 consecutive months. Reports will be retained in the inventory activity for a period of at least 12 months.

8-2. Reporting goals. Reporting goals have been established for certain areas (para 1-3). When these goals are not met, the depot or accountable activity will furnish a tabulation of pertinent quality control check results for the period, together with a statement of corrective action, attached to the applicable report when it is forwarded to the Commander, AMC. Tabulation of pertinent quality control check results and a statement of corrective action should be attached to the report with the most significant errors, when the goal is not met.

8-3. Procedures. a. Depot inventory activities will perform the quality control checks specified in paragraphs F-1 through F-9 and F-13.

b. ASDA inventory activities will perform the quality control checks specified in paragraphs F-6 through F-13.

CHAPTER 9
REPORTING

9-1. General. a. This chapter establishes and governs the preparation and submission of reports of data required by Headquarters, US Army Materiel Command (AMC), to determine the degree of effectiveness of the AMC Inventory Control Effectiveness Program at accountable supply distribution activities (ASDA's), US Army depots and depot activities in the continental United States (CONUS), and the US Army Aeronautical Depot Maintenance Center (ARADMAC).

b. These reports pertain only to stocks included in the scope of this regulation.

c. Narrative statements will be provided for each failure to meet an AMC goal, as specified in paragraphs 1-3ag and 1-3ah.

9-2. Depot Quarterly Inventory Capability Report (RCS AMCSU-212), AMC Form 1636. a. This report will be used to inform each ASDA and Headquarters, AMC, of the inventory requirements and capabilities at the preparing depot. The depot commander will certify in the transmittal cover letter to Headquarters, AMC, for this report that processes prescribed in paragraph 3-1 were completed prior to preparation of the inventory lot formation listing.

b. The report will be prepared by ARADMAC and all depots under the jurisdiction of the Commander, AMC. AMC Form 1636, as described in paragraphs 3-3 and E-1, will be used.

c. A consolidated report will be prepared annually and updated quarterly. One copy of the report and applicable portions of the lot formation listing will be forwarded to each Army ASDA, ATTN: Inventory Coordinator, not later than 35 days prior to the first day of each quarter. Forward one copy of the report to the Commander, AMC, ATTN: AMCSU-I, not later than 35 days prior to the first day of each quarter.

d. The report and related lot formation listings will not be forwarded to other services/agencies outside of AMC.

e. When a sample inventory lot has failed to meet the acceptable accuracy level, the next quarterly update to the report will reflect the increase in inventory requirements.

Inventory capability will also be adjusted to allow rescheduling of lots which were delayed. Recount of the failed lot and reconciliation of depot records should have been completed in accordance with paragraph 3-15.

9-3. Quarterly Inventory Priority Schedule (RCS AMCSU-213), AMC Form 1637. a. This report provides depots with schedules for physical inventories and the data required to initiate those inventories.

b. The report will be prepared by ASDA's on AMC Form 1637, as described in paragraphs 3-4 and E-2.

c. A report will be prepared quarterly for each depot where the ASDA stores materiel. The report, and DJA inventory request documents, if applicable, will be forwarded to the depot (ATTN: Inventory Coordinator) to arrive not later than 20 days prior to the first day of each quarter.

d. One copy of each report will be forwarded to the Commander, AMC, ATTN: AMCSU-I, to arrive not later than 20 days prior to the first day of each quarter.

9-4. ASDA Report of Physical Inventory (RCS AMCSU-214), AMC Form 1638. a. This report provides the data required to determine the status of the inventory program, inventory accuracy, and the adjustment rate for ASDA's.

b. The report will be prepared by ASDA's on AMC Form 1638 as described in paragraph E-3.

c. The report will be prepared as of the close of business (COB) on the last day of each quarter. The report will be forwarded to the Commander, AMC, ATTN: AMCSU-I, to arrive not later than 20 days following the end of the report period.

d. Inventory lots will not be reported until all adjustments have been completed or until it is determined that no adjustment is required.

e. A separate report will be prepared for small arms items inventoried during the quarter. A separate line entry will be made for each small arms stock number adjusted and an explanation of each adjustment is required. Status on each adjustment will be provided when research has not been completed at the time of report preparation (e.g., causative research in process, or report of survey in process). Succeeding reports will provide status until an explanation of the adjustment has been provided. This report must include the total number of small arms stock numbers stored (one stock number stored at two depots counts as two stock numbers stored).

f. The report must include the total number of SIMS (Selected Item Management System) stock numbers stored (one stock number stored at two depots counts as two stock numbers stored).

g. The goals in paragraph 1-3af permit the completion, during the first quarter, of 20 percent of the inventories scheduled for the previous fiscal year (FY); however, completion of such inventories (lots) will not be included on the same report for lots (if any) scheduled and completed for the current FY. All such lots will be reported on a separate report annotated "FY-- SCHEDULE."

9-5. AMC Depot Report of Supply Performance (RCS AMCSU-220).

a. The receiving portion of this report is prescribed and included in AMCR 740-20 and that part pertinent to issue activity is in AMCR's 740-22 and 740-23. The portion contained herein provides performance data in the area of materiel release denial (MRD) rates and processing as reported to Headquarters, AMC.

b. The following types of issues are specifically excluded from this report:

(1) Line items shipped to, by, or for the defense property disposal activity.

(2) Line items issued for basic issue items (BII's) or the assembly program.

(3) Line items received, assembled, and shipped by designated consolidation/containerization points.

c. The report will be prepared by ARADMAC and all depots under the jurisdiction of the Commander, AMC.

d. The report will be produced by the computer, using data accumulated as a result of MRO (materiel release order) and MRD processing, as of the COB on the last day of the

9-6. Depot Record of Location Survey (RCS AMCSU-221), DA Form 3787-R. a. This report provides data required to determine the accuracy of depot location records.

b. The report will be prepared by ARADMAC and all depots under the jurisdiction of the Commander, AMC, on DA Form 3787-R as described in paragraph E-5.

c. The report will be prepared upon completion of the location surveys performed in July, December, and January if one is performed in that month. One copy of the report will be forwarded to the Commander, AMC, ATTN: AMCSU-I, to arrive not later than 20 days following the completion of the survey.

9-7. ASDA Report of Location Audit Reconciliation (RCS AMCSU-222), AMC Form 1383. a. This report provides the data required to determine the accuracy of AMC logistic management data.

b. The report will be prepared by all ASDA's included in the scope of this regulation on AMC Form 1383 as described in paragraph E-6.

c. The report will be prepared quarterly for progressive audit reconciliations. Separate reports will be prepared semiannually for complete audit reconciliations.

d. One copy of each report and the related ASDA and depot error listing will be forwarded to the Commander, AMC, ATTN: AMCSU-I; and one copy of each report and error listing will be forwarded to applicable depots, ATTN: Inventory Coordinator. Quarterly reports for progressive audits will arrive not later than 20 days following the end of the report period. Semi-annual audit reports will arrive not later than 45 days following the end of the reconciliation control period.

e. A lot will not be reported until all location audit actions, except physical inventory, for the lot have been completed.

f. A narrative statement will be provided by the preparing activity. The narrative statement will include the results of error analysis (para 6-1f) and corrective action required and taken. The preparing activity will contact applicable depots, as needed, for comments to be included in the narrative statement. The narrative statement will explain any failure to meet the AMC goal (as stated in para 1-3).

g. When the analysis of error causes has not been completed in time to include with the report, a statement will be included specifying the date the results of error analysis will be provided (not to exceed 30 days).

Appendix A

CARD FORMATS

	Paragraph	Page
Storage Item Data Change Document (DA Form 2510) (DIC's BM3 and BM6) -----	A-1	A-3
DOD Physical Inventory Request Document (DD Form 1485) (DIC's DJA, BJA, and ZJA) -----	A-2	A-6
Inventory request card, general purpose card form (GPCF) (DIC ZNJ) -----	A-3	A-10
Inventory/Location Survey Work Card (DA Form 2000) (DIC ZNK) -----	A-4	A-13
DOD Materiel Adjustment Document (DD Form 1487) (DIC's Z8P, Z9L, and ZAZ) -----	A-5	A-16
Ammunition Miscellaneous Adjustment Card (AMCTAB Form 5089) (DIC's Z8P and Z9L) -----	A-6	A-18
Inventory statistical data request card (GPCF) (DIC ZR4) -----	A-7	A-21
Date of last inventory update card (GPCF) (DIC ZKD) -----	A-8	A-22
Inventory reconciliation request card (GPCF) (DIC ZNR) -----	A-9	A-23
Inventory reconciliation/audit data card (DD Form 1485) (DIC BKB) -----	A-10	A-26
In-float document control card (DD Form 1487) (DIC BKZ) -----	A-11	A-28
Physical inventory count document (DD Form 1485) (DIC's DKA and BKA) -----	A-12	A-29
Location survey request card (GPCF) (DIC ZL4) -----	A-13	A-33
Location survey work card (DA Form 2000) (DIC ZL6) -----	A-14	A-34
Location audit request card (GPCF) (DIC ZL5) -----	A-15	A-35
Physical inventory request document (transaction history) (GPCF) (DIC BJA) -----	A-16	A-36

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	Paragraph	Page
Retired transaction history request (GPCF) (DIC ZBZ) -----	A-17	A-37
Zero balance flasher (GPCF) (DIC BZB) ~-----	A-18	A-38
Location audit request (GPCF) (DIC ZL9) -----	A-19	A-39
Location audit reconciliation request card (other service/agency) (GPCF) (DIC DZH) -----	A-20	A-40
Storage item data correction card (other service/agency) (GPCF) (DIC DZB) -----	A-21	A-41
Transaction reject card (GPCF) (DIC DZG) -----	A-22	A-43
Pending Shipment Release Card (AMCTAB Form 5079) (DIC ZK1) -----	A-23	A-44

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A-1. STORAGE ITEM DATA CHANGE DOCUMENT (DA Form 2510) (DIC's BM3 and BM6).
a. BM3 card used by depots to request an inventory category code (ICC) from Army managers for a stock number when the ICC does not appear on the depot master data record (MDR).

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code.</u> Enter "BM3."
4-6	<u>Routing identifier code (RIC) (To).</u> Enter the RIC of the activity to which the document is being forwarded. (See note.)
7	Leave blank.
8-22	<u>Stock number.</u> Enter the number identifying the item to which the ICC in card column (cc) 64 applies.
23-31	Leave blank.
32-35	<u>Effective date.</u> Enter the date on which the ICC (cc 64) will be effective. (See note.)
36-63	Leave blank.
64	<u>Inventory category code.</u> Leave blank. (See note.)
65-66	Leave blank.
67-69	<u>Routing identifier code (From).</u> Enter the Army manager for Army-managed items; for others, enter the RIC of the first Army owner or PMRD (pre-positioned materiel receipt document) segment encountered.
70-72	<u>Manager routing identifier code.</u> Enter the RIC of the item manager for the stock number (cc 8-22).
73-80	Leave blank.

Note. The depot RIC will appear in card columns 4 through 6, and the effective date, ICC, and manager RIC fields will be blank for the card prepared to be mailed to the accountable supply.

b. BM6 card used by ASDA's to advise of erroneous data revealed by location rec

<u>Card columns</u>	<u>Interpreter print positions</u>	
1-3	1-3 3d line	<u>Document identifier code.</u> Enter "BM6."
4-6	4-6 3d line	<u>Routing identifier code (To).</u> Enter the RIC of the activity to which the document is being forwarded.

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<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
7	6 1st line	<u>Manager/owner code.</u> Enter one of the following codes: 1--Manager. 2--Owner.
8-22	8-22 3d line	<u>Stock number.</u> Self-explanatory.
23-24	17-18 1st line	<u>Unit of issue.</u> Enter the current unit of issue.
(25-31)		<u>Binary code.</u> Enter one of the following codes: 0--No change. 1--Change, as specified below.
25	25 3d line	<u>Stock number change.</u> The "change to" stock number is in card columns 48 through 62.
26	26 3d line	<u>Stock number consolidation.</u> The "consolidated to" stock number is in card columns 48 through 62.
27	27 3d line	<u>Physical security/pilferage code.</u> The correct code is in card column 42.
28	28 3d line	<u>Unit of issue.</u> The correct unit of issue is in card columns 23 and 24. When other than a one-for-one conversion is required, enter the conversion factor in card columns 36 through 40.
29	29 3d line	<u>Manager routing identifier code.</u> The correct code is in card columns 70 through 72.
30	30 3d line	<u>Shelf-life code.</u> The correct code is in card column 63.
31	31 3d line	<u>Inventory category code.</u> The correct code is in card column 64.
32-35	32-35	<u>Transaction date.</u> Enter the date on which the card is prepared.
36-40	44-48 3d line	<u>Conversion factor.</u> When other than one-for-one unit of issue conversion factor is required, enter the conversion factor.
41	--	Leave blank.
42	42 3d line	<u>Physical security/pilferage code.</u> Enter the proper code as specified in AR 708-1.
43-44	50-51	<u>Old unit of issue.</u> Enter the unit of issue to which the conversion factor in card columns 36 through 40

Appendix A--Continued

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
		applies. This will be the unit of issue submitted by the depot.
45-46	39-40 3d line	<u>NATO code.</u> Enter the appropriate code from AR 708-1.
47	54 3d line	<u>Reidentification code.</u> Enter "Z" when the item submitted for validation requires reidentification; otherwise, leave blank. If "Z" appears in this card column, zero-fill card columns 25 through 31, and blank 36 through 46 and 48 through 66.
48-62	1-15 5th line	<u>Stock number (To).</u> Enter the stock number resulting from changes identified by a "1" in card column 25 or 26.
63	16 5th line	<u>Shelf-life code.</u> Enter the shelf-life code assigned to the item, as specified in AR 708-1.
64	17 5th line	<u>Inventory category code.</u> Enter the correct ICC.
65-66	--	Leave blank.
67-69	17-19 5th line	<u>Routing identifier code (From).</u> Enter the RIC of the activity preparing the document.
70-72	20-22 5th line	<u>Manager routing identifier code.</u> Enter the RIC of the manager of the stock number in card columns 48 through 62 if card column 25 or 26 is a "1"; otherwise, enter the RIC of the manager of the stock number in card columns 8 through 22.
73-80	--	Leave blank.

Appendix A--Continued

A-2. DOD PHYSICAL INVENTORY REQUEST DOCUMENT (DD Form 1485) (DIC's DJA, BJA, and ZJA). a. Physical inventory request document (DJA/BJA). Used by depots and ASDA's to request a physical inventory or record balance.

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
1-3	1-3 3d line	<u>Document identifier code.</u> Enter one of the following codes: DJA--To request a physical inventory. BJA--To request a custodial balance (AMC depots only).
4-6	4-6 3d line	<u>Routing identifier code (To).</u> Enter the RIC of the storage activity to which the card is being forwarded.
7	7 3d line	<u>Type of physical inventory code.</u> Enter the applicable code. Process code C as scheduled inventories within AMC. Process codes C and D as unscheduled inventories for other services/agencies.
8-22	8-22 3d line	<u>Stock number.</u> Enter the number identifying the item to be inventoried.
23-24	23-24 3d line	<u>Unit of issue.</u> Perpetuate from the ASDA record.
25-46	--	Leave blank.
(47-53)		<u>Count card control.</u> Enter the following:
47-49	40-42 3d line	<u>Julian day.</u> Enter the Julian day on which the card is to be transmitted. (See note 2.)
50-53	43-46 3d line	<u>Serial number.</u> Enter consecutively assigned numbers beginning with 0001 each day. (See note 2.)
54-56	--	Leave blank. (See note 3.)
57-59	37-39 3d line	<u>Project code.</u> Enter the project code or leave blank for the unscheduled inventory or lot number for scheduled inventory. Enter the word "LOT" if the balance quantity of an ammunition item is requested by ammunition lot serial number (applies to AMC depots and ASDA's). (See note 1.)
60-61	--	Leave blank.
62-64	58-60 3d line	<u>Cutoff day.</u> Enter the day on which the balance is to be summarized for comparison of count. Leave blank for type inventory A, B, and C for AMC depots, (See note 4.)
65-66	--	Leave blank.

Appendix A--Continued

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
67-69	47-49 3d line	<u>Routing identifier code (From).</u> Enter the RIC of the activity preparing the card.
70	--	Leave blank. (See note 5.)
71	51 3d line	<u>Condition code.</u> Enter the applicable condition code to be counted. Leave blank when all conditions are to be counted.
72	52 3d line	<u>Management code.</u> Enter "B," "D," "K," "M," or "Z" or leave blank, as applicable.
73-75	53-55 3d line	<u>Day prepared.</u> Self-explanatory.
76-80	--	Leave blank (See notes 6 and 7.)

Notes. 1. DJA cards received from other services/agencies submitted for processing with type of inventory code A or B will be established as a scheduled inventory. A lot number will be assigned in-line, consisting of the requester's owner code and two alphabetic characters (e.g., 1AA).

2. Card columns 47 through 53 will be blank when received from other than AMC accountable activities.

3. Card columns 54 through 56 may have entries if received from other than Army (ammunition only).

4. Card columns 62 through 64, within AMC, is the date on which the accountable and custodial records will be summarized for comparison of counts. This entry, in conjunction with the Joint Interservice Logistic Support Agreement for Ammunition, will be the date on which all documents on hand must be processed as before inventory actions and at the close of business (COB) the custodial ammunition records will be summarized for reconciliation and preparation of DKA cards.

5. Card column 70 may contain ownership/purpose code when received from other than AMC accountable activities. This code will not affect depot processing.

6. Depots will punch card columns 78 through 80 with the RIC of another service/agency when the card is to be used to enter an item into reconciliation processing, which will produce a DKA card with the summarized balance entered, which will then be gangpunched with the count date designated by the requester.

7. Depots will punch card column 80 with "R" when the card is to be used to place an item under reconciliation control for AMC activities.

b. Physical inventory request document (ZJA) (internal). Used by SPEEDEX depots to obtain inventory documentation through mechanized inventory processes.

Appendix A--Continued

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
1-3	1-3 3d line	<u>Document identifier code.</u> Enter "ZJA."
4-6	4-6 3d line	<u>Depot routing identifier code.</u> Enter the depot RIC
7	7 3d line	<u>Type of physical inventory code.</u> Enter one of the following codes: E--If caused by a denial. I--For all others to be processed as unscheduled. A--To process as a scheduled inventory. (Report on AMC Form 1251, as type of inventory code I.)
8-22	8-22 3d line	<u>Stock number.</u> Enter the number identifying the item to be inventoried.
23	32 3d line	<u>File code.</u> Enter "A" for ammunition or "G" for general supply.
24-56	--	Leave blank. (See note 3.)
57-59	37-39 3d line	<u>Project code.</u> Enter a locally assigned code or leave blank for use in local management control of unscheduled inventories; or enter an alpha-numeric lot number, with two numeric characters and ending in "Z" which will permit processing applying the scheduled inventory control features.
60-66	--	Leave blank.
67-69	47-49 3d line	<u>Routing identifier code (From).</u> Enter as follows: <u>General supply.</u> When inventory is due to a denial, enter the RIC (To) from the A6 card (cc 7 must contain "E"). Leave blank for all others. (See note 2.) <u>Ammunition.</u> Enter the requester's RIC for all type inventories. (See note 2.)
70-71	--	Leave blank. (See note 3.)
72	52 3d line	<u>Management code.</u> Enter as follows: A or G--If card column 7 contains "E." C, E, F, G, or H--For all others (as applicable) when card column 7 contains "I." Blank--If card column 7 contains "A." (See note 2.)
73-80	--	Leave blank.

Appendix A--Continued

Notes. 8. ZJA requests may be processed using the features of the scheduled inventory program and all counts, research, etc. will be accomplished in the same manner as any other scheduled inventory.

9. ZJA requests processed as an unscheduled inventory without a proper management code in card column 72, and the related routing identifier code in card columns 67 through 69, will generate a KA card with a reject message in accordance with paragraph I-3, not a DKA card. The ZKA card should be corrected and reentered for processing.

10. ZJA cards prepared by the computer in accordance with paragraph 3-1b will have a location in card columns 24 through 32 and the condition code in card column 71.

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A-3. INVENTORY REQUEST CARD, general purpose card form (GPCF) (DIC ZNJ).
a. Used by SPEEDEX depots to load (establish) a scheduled inventory lot and to delete an inventory lot previously established.

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code.</u> Enter "ZNJ."
4	<u>Inventory card code.</u> Enter one of the following codes: L--Load. D--Delete.
5	<u>Type of physical inventory code.</u> Enter one of the following codes to load a scheduled inventory lot: A--Load a complete inventory. B--Select a sample inventory and load. Blank--Delete a lot.
6-8	<u>Lot number.</u> Perpetuate from the inventory priority schedule. (See note.)
9-10	<u>Inventory increment number.</u> Leave blank.
11-13	<u>Routing identifier code of requester.</u> Enter the RIC of the ASIA requesting the inventory.
14-16	<u>Inventory sample size.</u> Leave blank for type of inventory code A (complete). Enter the number of stock numbers specified in paragraph L-1 for type of inventory code B (sample). Leave blank to delete a lot.
17-20	Leave blank.
21	<u>Inventory request action code.</u> Enter one of the following codes: 1--If general supply items are to be inventoried. 2--If ammunition items are to be inventoried.
22	<u>Inventory category code.</u> Enter the appropriate code from the priority schedule. Leave blank to delete a lot.
29-43	<u>Lower control limit.</u> Enter the following: <u>General supply.</u> Enter the lowest sequential stock number in the inventory lot or the lowest sequential FSC (Federal supply classification) followed by blanks when a range of stock numbers or FSC's are to be inventoried. Leave blank to delete a lot. <u>Ammunition.</u> 1. <u>Range of FSC's.</u> Enter the lowest FSC followed by the lowest DODIC (DOD identification code) (or blank) and blank-fill. 2. <u>Range of stock numbers.</u> Enter the lowest FSC followed by the lowest DODIC (or blank) and lowest FIIN (Federal item identification number) (or blank). 3. <u>Delete.</u> Leave blank.

Appendix A--Continued

<u>Card columns</u>	<u>Instructions</u>
44-58	<u>Upper control limit.</u> Enter the following: <u>General supply.</u> Enter the highest sequential stock number in the inventory lot or the highest sequential FSC, and 9-fill when a range of stock numbers or FSC's are to be inventoried. Leave blank to delete a lot. <u>Ammunition.</u> 1. <u>Range of FSC's.</u> Enter the highest FSC followed by the highest DODIC (or blank), and 9-fill. 2. <u>Range of stock numbers.</u> Enter the highest FSC followed by the highest DODIC (or blank) and highest IIN (or 9-fill). 3. <u>Delete.</u> Leave blank.
59	<u>Inventory selection code.</u> Leave blank.
60-64	<u>Count date.</u> Enter the scheduled count date (date planned for counting; must not be more than 30 days into the future). Leave blank for a delete.
65-80	Leave blank.

Note. Enter the owner code in card column 6 followed by numeric entries in card columns 7 and 8 from the priority schedule. For other service/agency inventories, enter the owner code in card column 6 followed by alphabetic entries in card columns 7 and 8.

b. Used by SPEEDEX depots to pull (request) first count cards and count card control listing.

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code.</u> Enter "ZNJ."
4	<u>Inventory card code.</u> Enter "P" to pull counts.
5	<u>Type of physical inventory code.</u> Enter "A," "B," or "C" as applicable for the number entered in card columns 6 through 8.
6-8	<u>Lot number.</u> Enter the appropriate number of the inventory lot from which count cards are to be pulled.
9-10	<u>Inventory increment number.</u> Enter the sequential number applicable to the partial being selected, starting with "01." Enter "01" for selection of an entire lot.
11-13	<u>Routing identifier code of requester.</u> Enter the RIC of the ASDA requesting the inventory.
14-16	<u>Increment size.</u> Enter the following: <u>General supply.</u> Specify the number of stock numbers to be selected.

Appendix A--Continued

<u>Card columns</u>	<u>Instructions</u>
	<u>Ammunition.</u> Specify the number of locations to be selected. <u>Leave blank</u> if all cards are to be pulled on the first increment, or if all remaining cards are to be pulled as a final increment.
17-20	Leave blank.
21	<u>Inventory request action code.</u> Enter one of the following codes; 1--If general supply items are required. 2--If ammunition items are required.
22	<u>Inventory category code.</u> Leave blank.
23-58	Leave blank.
59	<u>Inventory selection code.</u> Enter one of the following codes; P--Indicates a partial selection from the total lot. F--Indicates the total selection of a lot or that the final increment is being selected.
60-64	<u>Count date.</u> Enter the date on which stock is to be actually counted (must not be more than 15 days into the future). (Note. The cards will be processed 1 day before the date that is entered in the card. If the date entered is equal to or past the date on which the card is submitted, the card will be processed on the day the card is submitted.)
65-80	Leave blank.

Appendix A--Continued

A-4. INVENTORY/LOCATION SURVEY WORK CARD (DA Form 2000) (DIC ZNK). Used by depots to record the physical count of stocks in the storage location.

a. Prepunched-card entries.

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
1-3	1-3 3d line	<u>Document identifier code.</u> Enter "ZNK."
4	4 1st line	<u>Depot code.</u> Enter the one-digit depot code.
5	5 1st line	<u>File code.</u> Enter "A" for ammunition, or "G" for general supply.
6	--	Leave blank.
7	59 3d line	<u>Type of physical inventory code.</u> Enter the applicable code.
8-22	10-24 3d line	<u>Stock number.</u> Enter the number identifying the item to be inventoried.
23-24	25-26 3d line	<u>Unit of issue.</u> Perpetuate from the depot record.
25-31	--	<u>Quantity counted.</u> Key punch and print the actual quantity counted, with leading zeros.
32-34	--	<u>Count date.</u> Key punch and print the Julian day on which stock is counted.
35-37	31-33	<u>Lot number.</u> Perpetuate from the input card, or enter from the set-aside balance file.
38-39	34-35 3d line	<u>Inventory increment number.</u> Perpetuate from the input.
40-43	36-39 3d line	<u>Card serial number.</u> Assigned in-line.
(44-59)		<u>Ammunition serial/lot number or general supply noun nomenclature.</u>
44-59	33-48 1st line	<u>Ammunition serial/lot number.</u> Perpetuate from the depot record.
44-59	33-42 1st line	<u>Noun nomenclature.</u> Enter the nomenclature for general supplies in card columns 44 through 53. Leave card columns 54 through 59 blank.

Appendix A--Continued

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
60	52 3d line	<u>Management code</u> . Enter the applicable code or leave blank.
61	60 3d line	<u>Count number</u> . Enter "1," "2," or "3" for scheduled inventories; enter "U" for unscheduled inventories.
62-63	--	<u>Count hour</u> . Enter the actual hour the stock was counted, expressed as 01 through 24 depicting 0100 through 2400 hours.
64	53 3d line	<u>Inventory category code</u> . Perpetuate from the depot record.
65	54 3d line	<u>Physical security/pilferage code</u> . Perpetuate from the depot record.
66	27 3d line	<u>Condition code</u> . Perpetuate from the depot record.
67-69	56-58 3d line	<u>Routing identifier code</u> . Enter the RIC of the inventory requester.
70	50 3d line	<u>Ammunition reservation site code</u> . Perpetuate from the depot record. Leave blank for general supply.
71	--	Leave blank for general supply.
72-80	1-9 3d line	<u>Location</u> . Enter the location of the item to be counted, or message "BAL NO LOC" or "OVER 9 LOC." (Obtain additional locations or research and obtain locations.) General supply.
71-80	7-16 1st line	<u>Location</u> . Same as above except ammunition locations will have 10 positions consisting of the 6-position site and 4-position grid location.

b. Manual entries:

<u>Block</u>	<u>Field legend</u>	<u>Instructions</u>
--	Storage discrepancies	Enter a checkmark (✓) opposite the appropriate block.
--	Counter's signature	Sign the card.
--	Date counted	Enter the date and hour in which the stock is counted.
--	Remarks	Enter any data of unusual nature that would assist in the reconciliation of a potential discrepancy.

Appendix A--Continued

<u>Block</u>	<u>Field legend</u>	<u>Instructions</u>
E	Number of pallets	Enter the number of pallets in the location containing the same number of containers with identical quantities per containers.
F	Number of containers	Enter the number of containers per pallet or location, as applicable.
G	Quantity	Enter the quantity per container indicated in block F.
H	Total	Enter the total quantity in containers/pallets indicated in blocks E and F.
I	Total pallets	Enter the total of block E.
J	Total containers	Enter the total of block F.
K	Total quantity	Enter the total of block H. Annotate "PC" to indicate that pallet count card quantity was used. Annotate "SC" to indicate that a scale count of a bin quantity was used.

Appendix A--Continued

A-5. DOD MATERIEL ADJUSTMENT DOCUMENT (DD Form 1487) (DIC's Z8P, Z9L, and ZAZ). Used by depots to make adjustments on general supplies and to update the inventory statistical data file.

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
1-3	1-3 3d line	<u>Document identifier code.</u> Enter one of the following codes: Z8P--Gain. Z9L--Loss. ZAZ--Compensating gain and loss between condition codes.
4-6	--	<u>Routing identifier code.</u> Enter the RIC of the item record to be adjusted. Leave blank if the Z9L card is to adjust a multiowned item at a SPEEDEX depot and the loss will be applied to the item manager and any remainder prorated among owners, unless a specific record is to have the total loss.
7	7 3d line	Leave blank. This card column will contain an "S" in the statistical card generated in-line as output at SPEEDEX depots.
8-22	8-22 3d line	<u>Stock number.</u> Enter the number identifying the item to be adjusted.
23-24	23-24 3d line	<u>Unit of issue.</u> Perpetuate from the depot record.
25-29	--	<u>Quantity.</u> Reversal actions are accomplished by an "11" overpunch in card column 25.
30	23 1st line	<u>File code.</u> Enter "G" for general supplies.
31-33	24-26 1st line	<u>Inventory lot number.</u> Enter the inventory lot number for scheduled inventories, or the RIC of the requester for unscheduled inventories.
34	27 1st line	<u>Type of physical inventory code.</u> Perpetuate from the inventory request. (Ref para D-2.)
35	28	<u>Inventory category code.</u> Perpetuate from the depot record.
36-39	--	<u>Document date.</u> Enter the Julian date on which the card is prepared.
40-43	--	<u>Document serial number.</u> Enter the serial number of the action within the originating activity.
	--	<u>Type inventory indicator.</u> Enter "S" for scheduled, or "U" for unscheduled inventories.

Appendix A--Continued

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
45-65	--	Leave blank. (See note.)
66	--	<u>Condition code (To)</u> . Enter the code if a ZAZ dual adjustment; or leave blank if Z8P or Z9L adjustments.
67-69	47-49 3d line	<u>Depot routing identifier code</u> . Enter the RIC of the depot preparing the card.
70	--	<u>Management code</u> . Perpetuate from the inventory request or leave blank. (See note.)
71	51 3d line	<u>Condition code</u> . Enter the condition code (From) for "Z9L" or "ZAZ" (loss action); or condition code (To) for "Z8P" (gain action).
72	--	Leave blank.
(73-80)	53-60 1st line	Leave blank for an adjustment.
73	53 1st line	Price signal code for a statistical card.
74-80	54-60 1st line	Unit price for a statistical card.

Note. The management code will be in card column 47 of the statistical card.

Appendix A--Continued

A-6. AMMUNITION MISCELLANEOUS ADJUSTMENT CARD (AMCTAB Form 5089) (DIC's Z8P and Z9L). Used by SPEDEX depots to make inventory adjustments on ammunition and to update the inventory statistical data file.

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
1-3	1-3 3d line	<u>Document identifier code.</u> Enter one of the following codes: Z8P--Gain. Z9L--Loss. ZAZ--Not used for ammunition.
4	5 3d line	<u>Ammunition reservation/site code.</u> Enter the applicable code to identify whether an adjustment is to be applied to stocks stored at the parent depot of a remote site, or if reserved for special projects. (Ref AMCR 740-25.)
5	7 3d line	<u>Ammunition owner code.</u> Enter the code applicable to the owner of the assets being adjusted. (Ref AMCR 740-21.)
6	9 3d line	<u>Type space code.</u> Enter for a Z8P gain only. (Ref AMCR 740-25.)
7	7 3d line	<u>Method of storage.</u> Enter "A," "B," "C," or "D" for Z8P only. (Ref AMCR 740-25.) <u>Statistical indicator.</u> An "S" will be entered on the statistical card prepared in-line.
8-22	13-27 3d line	<u>Stock number.</u> Enter the number identifying the item to be adjusted.
23-24	--	<u>Unit of issue.</u>
25-29	31-35 3d line	<u>Quantity.</u> Enter the number of items to be adjusted.
30	37 3d line	<u>File code.</u> Enter "A" to identify an ammunition adjustment. (See note 4.)
31-33	38-40 3d line	<u>Lot number or routing identifier inventory requester.</u> Enter the lot number when an adjustment results from a scheduled inventory, or the RIC of the requester when an adjustment results from an unscheduled inventory. (See note 4.)
34	41 3d line	<u>Type of physical inventory code.</u> Enter the code that identifies the type inventory conducted which caused the adjustment to be initiated. (See note 4.) (Ref para D-2.)

Appendix A--Continued

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
35	42 3d line	<u>Inventory category code.</u> Enter the category code assigned to the item being adjusted which is reflected on the research listing and count cards used to conduct the inventory. (See note 4.) (Ref AR 740-26.)
36-39	43-46 3d line	<u>Document date.</u> Enter the Julian date on which the card is prepared.
40-43	47-50 3d line	<u>Document serial number.</u> Enter the number from a block of serial numbers locally assigned to physical inventory adjustments. (See note 4.)
44	52 3d line	<u>Type inventory indicator.</u> Enter "S" to indicate a scheduled inventory, or "U" to indicate an unscheduled inventory. (See note 4.)
45	--	Leave blank.
46	56 3d line	<u>Lot selection priority code.</u> Enter the code to identify the position in storage in relation to its accessibility for Z8P. Leave blank for Z9L. (Ref AMCR 742-6.)
47	58 3d line	<u>Depot transaction code.</u> Enter "8" for Z8P, or "9" for Z9L. (See note 2.)
48	4 5th line	<u>Management code.</u> Enter the code reflected in the inventory request document or leave blank if request is blank. (See notes 1 and 2.)
49-52	--	Leave blank.
53	6 5th line	<u>Location control code.</u> Enter the code applicable to the grid location (cc 78-80). (Ref AMCR 740-25.)
54-69	8-23 5th line	<u>Serial/lot number.</u> Enter the number assigned to the materiel being adjusted.
70	25 5th line	<u>Condition code.</u> Enter the condition of the materiel to which the adjustment gain or loss is to be applied.
71-76	27-32 4th line	<u>Site location.</u> Enter the igloo, building, or open area identification affected by the adjustment. (See note 3.)
77-80	34-37	<u>Grid location.</u> Enter the grid location occupied by the remaining stock for a loss transaction (enter zeros if there is not stock remaining) or enter the grid presently occupied by the stock for a gain. (See note 3.)

Appendix A--Continued

Notes. 1. Cards rejected from processing will reflect a research routing code I (inventory) in card column 48 and a reject decision code in card columns 49 and 50 indicating the reason for rejection.

2. The management code will be in card column 47 of the statistical card.

3. The price signal and the unit price will be entered in-line in card columns 73 through 80 of the statistical card.

4. This document is also used to correct erroneous A5_ (issue) actions. (Ref AMCR 711-3 for proper format.)

Appendix A--Continued

A-7. INVENTORY STATISTICAL DATA REQUEST CARD (GPCF) (DIC ZR4). Used by SPEEDEX depots to enter a completed date on the inventory statistical master data record, and to obtain a statistical data feeder report from the file.

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code</u> . Enter "ZR4."
4	<u>Statistical request code</u> . Enter one of the following codes for scheduled inventory: 1--To enter a completed date to the file for an inventory lot and to automatically print a statistical data feeder report. 3--To obtain a statistical data feeder report from the file by ASDA and lot number.
5-7	<u>Depot/ASDA RIC</u> . Enter the RIC of the ASDA which applies to the inventory lot number; or if the inventory lot number is for a locally initiated inventory, enter the depot RIC.
8	Leave blank.
9-11	<u>Lot number</u> . Enter the lot number of the inventory which has been completed and/or for which statistical data are required.
12-16	<u>Completed date</u> . Enter the date on which the lot specified in card columns 9 through 11 was completed.
17	<u>File code</u> . Enter "A" for ammunition or "G" for general supplies.
18-80	.Leave blank.

Notes. 1. To obtain data from the statistical file, an inquiry (SOI 18-G07D03) is to be used, unless the feeder report is to be prepared. If the feeder report is requested with this card, a "completed date" must be entered prior to requesting the feeder report. The data on completed lots of a specific quarter will automatically be deleted the fourth day of the new quarter.

2. Data from the statistical data file for unscheduled inventories may be obtained by inquiry; however, the data for the feeder report will be automatically produced on the fourth day of the fiscal quarter following the fiscal quarter during which data were accumulated.

Appendix A--Continued

A-8. DATE OF LAST INVENTORY UPDATE CARD (GPCF) (DIC ZKD). Used by SPEEDEX depots to update the file with a current date of last inventory (DOLI) and/or to delete the denial suspense quantity indicator for general supplies.

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code</u> . Enter "ZKD."
4	<u>Inventory action code</u> . Enter "1" to update the DOLI (general supply or ammunition), "2" to delete the denial suspense quantity indicator (general supply only), or "3" to update the DOLI and to delete the denial suspense quantity indicator (general supply only).
5	<u>Inventory request action code</u> . Enter "1" for general supply or "2" for ammunition.
6-7	Leave blank.
8-22	<u>Stock number</u> . Enter the number identifying the item inventoried.
23-31	Leave blank.
32-46	<u>Rejection message</u> . Enter if the card is rejected; leave blank if input.
47-57	Leave blank.
58-60	<u>Routing identifier code (From)</u> . Enter the ASDA RIC from the DJA/ZJA request.
61-65	<u>Ordinal DOLI</u> . Enter the date on which the balance (to which the count was reconciled) was summarized, as the DOLI.
66	<u>Research routing code</u> . An "I" is entered if the card is rejected, to indicate that the reject is to be returned to the inventory activity; blank in input card.
67-68	<u>Reject decision code</u> . Enter to indicate the reason for reject; blank in input card.
69-70	Leave blank.
71	<u>Condition code</u> . Enter the condition code of the record reflecting the denial suspense quantity indicator. Leave blank if only the DOLI is to be updated.
72-80	Leave blank.

Note. This card is produced when a general supply denial is processed and there is a quantity remaining on the record. Upon completion of the related inventory and when the stock is found, this card must be prepared and processed to remove the denial suspense quantity indicator from the item record. When an adjustment is processed to drop assets not found, the adjustment will automatically remove the denial indicator.

Appendix A--Continued

A-9. INVENTORY RECONCILIATION REQUEST CARD (GPCF) (DIC ZNR). a. Used by SPEEDEX depots as input to the computer, to summarize balances for reconciliation, to finalize reconciliation and produce output tape/cards, or to delete a lot from reconciliation (e.g., a lot failed to meet the accuracy as a result of conducting a sample inventory).

b. If a lot is comprised of a group of DJA requests, furnished by the ASDA, this document is used as a header card to the DJA documents to request summarization of balances for the stock numbers represented by the DJA documents.

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code.</u> Enter "ZNR."
4	<u>Type of physical inventory code.</u> Perpetuate from the inventory request.
5-7	<u>Lot number.</u> Enter the lot number to be reconciled.
8-9	Leave blank.
10-12	<u>Routing identifier inventory requester.</u> Enter the RIC of the ASDA's records being reconciled.
13	<u>Card requirement indicator.</u> Enter one of the following indicators: C--If card output is required for AMC activities. T--If tape output is required. D--If (DKA) card output is required for other services/agencies.
14	<u>Reconciliation card code.</u> Enter one of the following codes: S--To summarize the balance. F--For final reconciliation action. D--To delete the lot number from reconciliation.
15-19	<u>Reconciliation date.</u> Enter the date on which the computer balance is to be summarized and recorded for reconciliation. (See note 3.)
20	<u>Reconciliation action code.</u> Enter one of the following codes: 1--To select general supply records. 2--To select ammunition records.
21	<u>Inventory category code.</u> Enter the code that identifies the type of items to be selected for reconciliation when the card is for a range of stock numbers. Leave blank when used as a header card for DJA cards.
22-26	<u>Initial control date.</u> Enter the date on which that reconciliation is to begin. Leave blank for non-Army.

Appendix A--Continued

<u>Card columns</u>	<u>Instructions</u>
27	<u>DJA input indicator.</u> Enter "D" when used as a header card for a group of "AMC" DJA cards.
28-42	<u>Lower control limit.</u> Enter the following: <u>General supply.</u> Enter the lowest sequential stock number in the inventory lot or the lowest sequential FSC followed by blanks when a range of stock numbers or FSC's are to be reconciled. Leave blank when used as a header card for a group of "AMC" DJA cards. <u>Ammunition.</u> Enter the lowest FSC followed by the lowest DODIC, and blank-fill when a range of stock numbers or FSC's are to be reconciled. Leave blank when used as a header card for a group of "AMC" DJA cards.
43-57	<u>Upper control limit.</u> Enter the following: <u>General supply.</u> Enter the highest sequential stock number in the inventory lot or the highest sequential FSC, and 9-fill when a range of stock numbers or FSC's are to be reconciled. Leave blank when used as a header card for a group of "AMC" DJA cards. <u>Ammunition.</u> Enter the highest FSC followed by the highest DODIC, and 9-fill when a range of stock numbers or FSC's are to be reconciled. Leave blank when used as a header card for a group of "AMC" DJA cards.
58-75	Leave blank.
76-80	<u>Final control date.</u> Enter the date on which reconciliation is to be finalized, by producing tape/card output for mailing to the ASDA. Leave blank for non-Army.

Notes. 1. This card is required as a header card to DJA documents (for AMC activities) submitted for summarization of balances. The DJA documents are submitted only for summarizing balances and are to be retained in suspense until the final reconciliation actions have been completed and tapes/cards have been mailed to the ASDA.

2. This card is not used when entering non-Army DJA cards for reconciliation to produce DKA cards. These DJA cards will be submitted on the date that the balances are to be summarized and the DKA cards are produced.

3. This card is used for a range of numbers for both Army and non-Army. The card will be submitted on the date that the required action is to be accomplished (e.g., when a range of numbers or FSC's are to be summarized and DKA cards are produced for the Air Force, submit the card on the date entered in cc 15-19). When used for non-Army and card column 13 contains a "D," card column 14 must contain "S."

Appendix A--Continued

4. This card is used to delete a lot number from reconciliation as required. It is a requirement to prepare and process this card to delete a lot number from reconciliation, when a lot fails a sample inventory, as the stock numbers selected for the sample are recorded on the reconciliation file coded to indicate they were counted as a sample.

5. Only one ZNR card should be entered for final reconciliation action. This card will initiate final action for all lots which are under reconciliation control. (Reproduce any ZNR card and put "F" in cc 14 for this purpose.)

Appendix A--Continued

A-10. INVENTORY RECONCILIATION/AUDIT DATA CARD (DD Form 1485) (DIC BKB).
Used by SPEEDEX depots to report custodial record balances, as a result of reconciliation of scheduled inventories and location record audits with ASDA's without capability to process magnetic tapes.

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
1-3	1-3 3d line	<u>Document identifier code.</u> Enter "BKB."
4-6	4-6 3d line	<u>Routing identifier code (To).</u> Enter the RIC of the ASDA to which the document is being forwarded.
7	7 3d line	<u>Type of physical inventory code.</u> Perpetuate from the inventory request. Leave blank for complete audits.
8-22	8-22 3d line	<u>Stock number.</u> Enter the number identifying the item to be inventoried/audited.
23-24	23-24 3d line	<u>Unit of issue.</u> Perpetuate from the depot record.
25-34	25-34 3d line	<u>Custodial balance.</u> Enter zeros for "no record" or "no segment" items.
35-37	37-39 3d line	<u>Transaction count.</u> Enter the number of BKZ (in-float) documents by condition code.
38-46	--	Leave blank.
47-49	58-60 1st line	<u>Lot number.</u> Perpetuate from the inventory request or enter for complete audit as shown in paragraph D-4.
50-54	35-39 1st line	<u>Card serial number.</u> Enter a consecutive serial number to each card produced for the entire reconciliation (disregard the lot number).
55	--	Leave blank.
56-60	53-57 3d line	<u>Count/summarization date.</u> Enter the date on which the balance is summarized.
61-64	--	Leave blank.
65-66	45-46 3d line	<u>Card count control.</u> Enter the total number of records, for the stock number, in the last card for the stock number.
67-69	47-49 3d line	<u>Depot routing identifier code (From).</u> Enter the RIC of the depot preparing the card.
70	--	Leave blank.
71	51 3d line	<u>Condition code.</u> Perpetuate from the depot record.

Appendix A--Continued

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
72	52 3d line	<u>Management code</u> . Enter "Z" for the stock numbers actually counted on a sample. Leave blank for a complete inventory or complete audit.
73	41 1st line	<u>Inventory category code</u> . Perpetuate from the depot record.
74	43 1st line	<u>Physical security/pilferage code</u> . Perpetuate from the depot record.
75	45 1st line	<u>Shelf-life code</u> . Perpetuate from the depot record.
76	47 1st line	<u>Manager/owner code</u> . Enter one of the following codes: 1--For manager. 2--For owner. Blank--For "no record" items.
77-80	--	Leave blank.

Notes. 1. Audit data elements will be blank for "no record" items.

2. Cards will be sorted into stock number sequence by condition code for the entire reconciliation for a given manager/owner (disregarding lot numbers).

Appendix A--Continued

A-11. IN-FLOAT DOCUMENT CONTROL CARD (DD Form 1487) (DIC BKZ). a. Used to record transactions during reconciliation of depot inventory with ASDA's.

b. Used by depots to respond to ASDA requests for depot transaction history.

c. SPEEDEX depots will forward cards to all ASDA's without capability to process magnetic tapes; or will record the 80-column image on magnetic tape to all ASDA's with capability to process tapes.

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code</u> . Enter "BKZ."
4-6	<u>Routing identifier code (To)</u> . Enter the RIC of the ASDA to which the document is being forwarded.
7-53	Perpetuate from the original document. When responding to a transaction history request and there are no depot transactions within the dates specified, prepare one BKZ card for the stock number requested and 9-fill card columns 30 through 43.
54-56	<u>Document identifier code (original)</u> . Enter the DIC of the original transaction document.
57-59	<u>Lot number</u> . Enter the number assigned to the inventory lot from the priority schedule. For transaction histories, perpetuate the lot number from the ASDA request.
60-66	Perpetuate from the original document.
67-69	<u>Routing identifier code (From)</u> . Enter the RIC of the activity preparing the document.
70	<u>Reconciliation control code</u> . Enter one of the following codes: B--Before. A--After. H--Transaction history in support of research.
71-72	Perpetuate from the original document.
73-76	<u>Date posted to depot record</u> . Enter the date on which the original transaction was entered on the depot record.
77	<u>Gain/loss code</u> . Enter one of the following codes: G--Debit. L--Credit. Blank--In-line denials.
78-80	<u>Transaction serial number</u> . Enter the consecutive serial number assigned to each transaction for the condition code of each stock number. Convert the last digit of the last serial number of each condition code to its alphabetic or special character equivalent by entering a "12" overpunch.

Appendix A--Continued

A-12. PHYSICAL INVENTORY COUNT DOCUMENT (DD Form 1485) (DIC's DKA and BKA).
a. Physical inventory count document (DIC DKA). Used by depots to report results of physical inventory counts.

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
1-3	1-3 3d line	<u>Document identifier code.</u> Enter "DKA." (See notes 3 and 4.)
4-6	4-6 3d line	<u>Routing identifier code (To).</u> Enter the RIC of the ASDA to which the document is being forwarded.
7	7 3d line	<u>Type of physical inventory code.</u> Perpetuate from the DJA request.
8-22	8-22 3d line	<u>Stock number.</u> Enter the number identifying the item inventoried.
23-24	23-24 3d line	<u>Unit of issue.</u> Perpetuate from the depot record.
25-31	19-25 1st line	<u>Quantity.</u> Enter an "11" overpunch in card column 31 to apply the "M" modifier when the quantity exceeds seven positions. (See notes 1 and 2.)
32-46	27-41 1st line	<u>Rejection message.</u> Enter the message or leave blank (para I-3). (See note 5.)
47-53	40-46 3d line	<u>Count card control.</u> Perpetuate from the input DJA request.
54-56	--	Leave blank for AMC ASDA's; perpetuate from the DJA request for others.
57-59	37-39 3d line	<u>Project code or lot number.</u> Perpetuate from the input DJA request.
60	44 1st line	<u>Inventory category code.</u> Perpetuate from the depot record if the RIC (To) is Army; or leave blank for other services/agencies.
61	46 1st line	<u>Count indicator.</u> Enter one of the following indicators: 1--Original count. 2--Recount.
62-64	58-60 3d line	<u>Cutoff day.</u> Perpetuate from the input DJA request. This entry will be the day on which the custodial balance was summarized which will be different from the DJA request if the cutoff date was past at the time the request was received.
65-66	--	Leave blank.

Appendix A--Continued

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
67-69	47-49 3d line	<u>Depot routing identifier code (From).</u> Enter the RIC of the depot preparing the card.
70	50 3d line	<u>Ownership.</u> Perpetuate from the input DJA request or from interservice ammunition inventory schedule, or leave blank.
71	51 3d line	<u>Condition code.</u> Perpetuate from the depot record.
72	52 3d line	<u>Management code.</u> Perpetuate from the DJA request or leave blank.
73-75	53-55 3d line	<u>Count day.</u> Enter the day on which the stock was physically counted if for other services/agencies, or enter the day following the day on which the custodial balance records were summarized for comparison of counts, for Army ASDA's.
76-80	56-60 1st line	Leave blank for interservice/agency. Enter the date of last activity (DOLA) of the depot item record at the time the balance was summarized for ASDA's.

Notes. 1. When the total quantity exceeds the size of the quantity field prepare duplicate cards using the "M" modifier in the low-order position of the quantity field to indicate the quantity in thousands. The last duplicated card will contain the quantity in excess of the thousands indicated by the "M" modifier (AMC depots only).

2. The "M" modifier is not authorized in the Interservice Ammunition Agreement. Additional cards will be prepared if required.

3. The format of the DKA card will be produced in-line at SPEEDEX depots as a partially prepared card by the unscheduled inventory program. The management code (cc 72) may also be blank. This card is provided so that only a minimum of keypunching is required to prepare a DKA card to report an inventory result to an ASDA under conditions explained by the management codes in AR 725-50.

4. A KA card will be produced as a result of ZJA input processed as an unscheduled inventory when the input does not have a proper management code in card column 72 and the related RIC in card columns 67 through 69. A reject message, as shown in paragraph I-3, will appear in this card. The input (ZJA) should be corrected and reprocessed.

5. A rejection message is not authorized for use in the Interservice Ammunition Agreement. SPEEDEX programs may output a message but the card must not pass from the depot.

Appendix A--Continued

b. Physical inventory count document (DIC BKA). Used by depots to report depot custodial record balances to the ASDA's.

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
1-3	1-3 3d line	<u>Document identifier code.</u> Enter "BKA."
4-6	4-6 3d line	<u>Routing identifier code (To).</u> Enter the RIC of the ASDA to which the document is being forwarded.
7	7 3d line	Leave blank.
8-22	8-22 3d line	<u>Stock number.</u> Enter the number identifying the item for which a balance is being provided.
23-24	23-24 3d line	<u>Unit of issue.</u> Perpetuate from the depot record.
25-31	19-25 1st line	<u>Quantity.</u> Perpetuate from the depot record. (See notes 1 and 2 in a above.)
32-47	27-42 1st line	Enter the rejection message, ammunition lot serial number, or leave blank. (See notes 4 and 5, a above.)
48-49	--	Leave blank.
50-53	43-46 3d line	<u>Request serial number.</u> Perpetuate from the input BJA request.
54-56	--	Leave blank.
57-59	37-39 3d line	<u>Project code.</u> Perpetuate from the BJA request.
60	44 1st line	<u>Inventory category code.</u> Perpetuate from the BJA request.
61	--	Leave blank.
62-64	58-60 3d line	<u>Cutoff day.</u> Perpetuate from the BJA request.
65-66	49-50 1st line	Leave blank.
67-69	47-49 3d line	<u>Routing identifier code (From).</u> Enter the RIC of the depot preparing the card.
70	--	Leave blank.
71	51 3d line	<u>Condition code.</u> The condition code for which a balance is being provided.

Appendix A--Continued

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
72	52 3d line	<u>Management code.</u> Perpetuate from the BJA request or leave blank.
73-75	53-55 3d line	<u>Balance day.</u> Enter the day on which the balance was selected from the records.
76-80	56-60 1st line	Enter the DOLA.

Appendix A--Continued

A-13. LOCATION SURVEY REQUEST CARD (GPCF) (DIC ZL4). Used by SPEEDEX depots to request a location survey, either sample or complete.

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code</u> . Enter "ZL4."
4	<u>Research routing code</u> . Enter "I" when the card is rejected to indicate the return to the inventory activity.
5-6	<u>Reject decision code</u> . A two-digit code assigned to indicate the error in the input card.
7-8	<u>Location lot number</u> . Enter the two alphabetic and/or numeric characters assigned to identify a group of locations being surveyed.
9-11	<u>Selection size</u> . Enter one-half the sample size for a sample survey or leave blank for a complete survey.
12	<u>Type survey code</u> . Enter "1" for sample or "2" for complete.
13	<u>File code</u> . Enter "A" for ammunition or "G" for general supply.
14	Leave blank (used as a reentry indicator).
15-20	<u>Location lot size</u> . Enter the number of locations in the survey lot from the lot formation listing.
21-29	<u>Location lower control limit</u> . The first location of the survey lot for general supply. (See note 1.)
21-30	<u>Location lower control limit</u> . The first site location and first grid location of the survey lot for ammunition. (See note 1.)
30-35	Leave blank (general supply).
31-35	Leave blank (ammunition).
36-44	<u>Location upper control limit</u> . The last location of the survey lot for general supply. (See note 2.)
36-45	<u>Location upper control limit</u> . The last site location and last grid location in the survey lot for ammunition. (See note 2.)
45-80	Leave blank (general supply).
46-80	Leave blank (ammunition).

Notes. 1. The last six positions of the lower limits must not be blank for general supply; but to insure that all locations are selected, these positions may be A-filled. The last four positions must be blank for ammunition, to insure that all grid locations are selected.

2. The last six positions of the upper limits for general supply must not be blank, but may be 9-filled to insure that all locations are selected. The last four positions for ammunition must be 9-filled, to insure that all locations are selected.

Appendix A--Continued

A-14. LOCATION SURVEY WORK CARD (DA Form 2000) (DIC ZL6). Used by depots to verify and/or to record data for a location survey in the general supply storage locations. (See note.)

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
1-3	1-3 1st line	<u>Document identifier code</u> . Enter "ZL6."
4	24 1st line	<u>File code</u> . Enter "G" for general supply.
5-7	--	Leave blank.
8-22	10-24 3d line	<u>Stock number</u> . Enter the number identifying the item to be surveyed.
23-24	25-26 3d line	<u>Unit of issue</u> . Enter the two-digit abbreviation applicable to the stock number being surveyed.
25-32	--	Leave blank.
33-36	28-31 1st line	<u>Materiel expiration date</u> . Enter from the depot record or location.
37-38	31-32 3d line	<u>Location lot number</u> . Enter the two numeric characters assigned to identify a group of locations being surveyed.
39-43	35-39 3d line	<u>Survey control number</u> . Enter a consecutively assigned number to each card for control purposes.
44-60	--	Leave blank.
61-63	19-21 1st line	<u>Type of storage code</u> . Enter from the depot record or location.
64	26 1st line	<u>Shelf-life code</u> . Enter from the depot record or location.
65	54 3d line	<u>Physical security/pilferage code</u> . Enter from the depot record or location.
66-70	--	Leave blank.
71	27 3d line	<u>Condition code</u> . Enter the condition of the item from the depot record or location.
72-80	1-9 3d line	<u>Stock location</u> . Enter from the depot record.

Note. Manually prepared cards will be keypunched and interpreted in this format and a control listing prepared in the same alignment as when computer-repared.

Appendix A--Continued

A-15. LOCATION AUDIT REQUEST CARD (GPCF) (DIC ZL5). Used by SPEEDEX depots to initiate AMC location record audit summarization and to provide the initial control and summarization dates for use in selecting in-float transactions. ADP service center depots will coordinate with supported depots and input one card to initiate action for all AMC audits.

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code</u> . Enter "ZL5."
4-7	Leave blank. (Lot number will be assigned in-line.)
8-10	<u>Depot routing identifier code</u> . Enter the RIC of the depot requesting the audit.
11-15	<u>Initial audit control date</u> . Enter 25 July/January.
16	<u>Card/tape indicator</u> . Enter one of the following to indicate the type of output required to report the depot audit to each applicable ASDA. C--Card. T--Tape.
17-19	<u>Routing identifier code (To)</u> . Enter the RIC of the ASDA with which the audit is to be conducted. (See note 1.)
20-75	<u>Additional data fields</u> . (See note 2.)
76-80	<u>Summarization date</u> . Enter 2 August/February.

Notes. 1. If no ASDA's require card output, enter "T" in card column 16 and one ASDA RIC in card columns 17 through 19.

2. If more than one ASDA requires card output, enter "C" in card column 20 followed by the RIC. Continue entering "C" and the RIC until all ASDA's requiring cards are entered or through column 75. All other ASDA's will be provided tape output.

Appendix A--Continued

A-16. PHYSICAL INVENTORY REQUEST DOCUMENT (TRANSACTION HISTORY) (GPCF) (DIC BJA). Used by ASDA's to request depot transaction history.

<u>Card columns</u>	<u>Instructions</u>
1-3	Enter document identifier code BJA.
4-6	Enter the routing identifier code of the depot to which the request document is being forwarded.
7	Enter "Z" to indicate a request for depot transaction history.
8-22	Enter the stock number.
23-24	Enter the unit of issue.
25-29	Enter the starting (smallest numeric) ordinal date of the period for which the transaction history is requested. Zero-fill when all depot history available is being requested.
30-34	Enter the ending (largest numeric) ordinal date of the period for which the transaction history is required. Nine-fill when all depot history available is being requested.
35-46	Leave blank.
47-49	Enter the Julian day on which the document is prepared.
50-53	Enter the consecutively assigned serial number.
54-56	Leave blank.
57-59	Enter the ASDA-assigned inventory or research lot number.
60-61	Leave blank.
62-66	Leave blank.
67-69	Enter the routing identifier code of the ASDA preparing the request.
70-71	Leave blank.
72	Enter "T" for magnetic tape output or "C" for card output. <u>Note.</u> Output media for the ASDA will be tape, except when the requester cannot use tape, or if the volume of transaction records for a given run does not warrant use of tape.
73-80	Leave blank.

Appendix A--Continued

A-17. RETIRED TRANSACTION HISTORY REQUEST (GPCF) (DIC ZBZ). Used by depots to request machine-prepared retired transaction history.

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code</u> . Enter "ZBZ."
4-6	<u>Routing identifier code (To)</u> . Enter the RIC of the depot.
7	Leave blank.
8-11	<u>Federal supply classification</u> . Self-explanatory.
12-13	<u>NATO code</u> . Enter zeros.
14-20	<u>Federal item identification number</u> . Self-explanatory.
21-24	<u>DOD identification code</u> . Self-explanatory.
25	<u>Requester identification</u> . Enter as follows: I--Inventory activity. A--Ammunition activity. L--Location or receiving activity.
26-80	Leave blank.

Appendix A--Continued

A-18. ZERO BALANCE FLASHER (GPCF) (DIC BZB). Used by a depot to notify the ASDA that a zero balance has been reached in the depot custodial record.

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code</u> . Enter "BZB."
4-6	<u>Routing identifier code (To)</u> . Enter the RIC of the owner.
7	Leave blank.
8-22	<u>Stock number</u> . Enter the number identifying the item for which the balance reached zero.
23-24	<u>Unit of issue</u> . Perpetuate from the document which caused the depot custodial record to reach a zero balance.
25-29	<u>Quantity</u> . Always zero-fill.
30-43	<u>Document number</u> . Perpetuate from the document which caused the depot custodial record to reach a zero balance.
44	<u>Suffix code</u> . Perpetuate from the document which caused the depot custodial record to reach a zero balance.
45-50	<u>Item number</u> . Perpetuate from the original document.
51-56	Leave blank.
57-59	<u>Project code</u> . Enter the lot number if a depot-initiated adjustment resulting from a scheduled inventory which caused the depot custodial record to reach a zero balance; otherwise, enter the document identifier code of the transaction causing the depot custodial record to reach a zero balance.
60-61	Leave blank.
62-64	<u>Date prepared</u> . Enter the Julian day on which this document was prepared.
65-66	Leave blank.
67-69	<u>Routing identifier code (From)</u> . Enter the RIC of the preparing depot.
70	Leave blank.
71	<u>Condition code</u> . Enter the condition code of the transaction which caused the depot custodial record to reach a zero balance.
72	<u>Management code</u> . Enter "B" if the depot custodial record reached a zero balance as a result of a depot-initiated adjustment resulting from a scheduled inventory; otherwise, leave blank.
73-80	Leave blank.

Appendix A--Continued

A-19. LOCATION AUDIT REQUEST (GPCF) (DIC ZL9). Used by SPEEDEX depots to request location record audit output for other services/agencies. Each ADP service center and depot with remote terminals only (DWRT0) must prepare and enter these cards as required.

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code</u> . Enter "ZL9."
4	<u>Action code</u> . Enter "1" for general supplies; enter "2" for ammunition.
5	<u>DSA scan code</u> . Enter "A" if audit is to be conducted with all Defense Supply Centers (DSC's); otherwise, leave blank.
(6-9)	Card/tape indicator and requester RIC.
6	<u>Card/tape indicator</u> . Enter "C" for card output or "T" for tape output.
7-9	<u>Routing identifier code</u> . Enter the RIC of the accountable activity with which the audit is being conducted.
10-41	Enter additional card/tape indicators and RIC's as in card columns 6 through 9. An entry must be made for each accountable activity for which output is required even though an "A" is entered in card column 5. More than one card may be required to include all applicable ASDA's.
42-75	Leave blank.
76-80	<u>Cutoff date</u> . Enter year and Julian day (e.g., 73108).

Appendix A--Continued

A-20. LOCATION AUDIT RECONCILIATION REQUEST CARD (OTHER SERVICE/AGENCY) (GPCF) (DIC DZH). Used by depots to initiate location record audits with other services/agencies.

<u>Card columns</u>	<u>Interpreter print positions</u>	<u>Instructions</u>
1-3	1-3 3d line	<u>Document identifier code</u> . Enter "DZH."
4-6	5-7 3d line	<u>Routing identifier code (To)</u> . Enter the RIC identifying the ASDA to which the card is being forwarded.
7	--	Leave blank.
8-22	8-22 3d line	<u>Stock number</u> . Enter the number identifying the item being requested for reconciliation.
23-24	24-25 3d line	<u>Unit of issue</u> . Perpetuate from the depot record.
25-35	--	Leave blank.
36-39	36-39 3d line	<u>Cutoff date</u> . Enter the mutually agreed upon cutoff date for location audit reconciliation. The last digit of the calendar year is entered in card column 36 and the numerical day of the calendar year is entered in card columns 37 through 39 (e.g., 1032 is 1 Feb 71).
40	41 3d line	<u>Shelf-life code</u> . Perpetuate from the depot record.
41	43 3d line	<u>Physical security/pilferage code</u> . Perpetuate from the depot record.
42-59	--	Leave blank.
60-66	45-51 3d line	<u>Consecutive card number</u> . Enter the consecutive number beginning with "0000001" in the first card to identify each card in the reconciliation.
67-69	53-55 3d line	<u>Routing identifier code (From)</u> . Enter the RIC of the storage activity preparing the card.
70	--	Leave blank.
71	57 3d line	<u>Inventory category code</u> . Enter the ICC if prescribed by the military service agency managing the item; otherwise, leave blank.
73-80	--	Leave blank.

Appendix A--Continued

A-21. STORAGE ITEM DATA CORRECTION CARD (OTHER SERVICE/AGENCY) (GPCF) (DIC DZB). Used by ASDA's to provide item data corrections to depots as a result of a location record audit with another service/agency.

<u>Card columns</u>	<u>Field legend</u>	<u>Instructions</u>
1-3	Document identifier code	Enter "DZB."
4-6	Routing identifier code (To)	Enter the RIC identifying the storage activity to which the card is being forwarded.
7	Item data correction code	Enter the appropriate item data correction code to indicate the data field(s) affected by the change. (Codes in para D-5.)
8-24	Stock number	Perpetuate the stock number reported in the storage activity transaction.
25-26	Unit of issue	Perpetuate the unit of issue reported in the storage activity transaction.
27-43	Stock number	Enter the new stock number when the stock number is being changed; otherwise, perpetuate the stock number reported in the storage activity transaction.
44-45	Unit of issue	Enter the new unit of issue when the unit of issue is being changed; otherwise, enter the current unit of issue.
(46-50)	Unit of issue conversion factor	Use only when the unit of issue is being changed; otherwise, leave blank.
46	Decimal locator	The following table identifies the position of the decimal in the multiplication factor: 0--Whole number (no decimal). 1--Decimal before card column 50. 2--Decimal before card column 49. 3--Decimal before card column 48. 4--Decimal before card column 47.
47-50	Multiplication factor	The factor by which the old quantity must be multiplied to convert to the new unit of issue.
51	Shelf-life code	Enter the new shelf-life code if the shelf-life code is being changed; otherwise, leave blank.

Appendix A--Continued

<u>Card columns</u>	<u>Field legend</u>	<u>Instructions</u>
52	Physical security/ pilferage code	Enter the new physical security/pilferage code if the code is being changed; other- wise, leave blank.
53-66	Multiuse	For intraservice/agency applications, enter data prescribed by the service or agency. For interservice/agency appli- cation, leave blank.
67-69	Routing identifier code (From)	Enter the RIC identifying the activity preparing the document.
70-80	Multiuse	Enter intraservice/agency applications, enter the data prescribed by the service/ agency. For interservice/agency appli- cation, leave blank.

Appendix A--Continued

A-22. TRANSACTION REJECT CARD (GPCF) (DIC DZG). Used by depots and ASDA's to reject DZH/DZB documents received as a result of a location record audit with another service/agency ASDA or depot.

<u>Card columns</u>	<u>Field legend</u>	<u>Instructions</u>
1-3	Document identifier code	Enter "DZG."
4-6	Routing identifier code (To)	Enter the RIC identifying the activity to which the card is being submitted.
7-56	Other fields	Perpetuate data from the incoming trans- action being rejected.
57-59	Rejected document identification	Enter the document identifier code (cc 1-3) of the incoming transaction being rejected.
60-78	Other fields	Perpetuate data from the incoming trans- action being rejected.
79-80	Reject advice code	Enter the appropriate code from paragraph D-7.

Appendix A--Continued

A-23. PENDING SHIPMENT RELEASE CARD (AMCTAB Form 5079) (DIC ZK1). Used to deny a stock number or document number from the pending shipment file (general supplies only).

<u>Card columns</u>	<u>Instructions</u>
1-3	<u>Document identifier code</u> . Enter "ZK1."
4	<u>Type of release code</u> . Enter one of the following codes to indicate the type of release required from the pending shipment file: 1--Stock number denial. 2--Document number denial.
5-7	Leave blank.
8-22	<u>Stock number</u> . Enter the number identifying the item to be released for type of release code 1 or 2.
23-24	Leave blank.
25-29	<u>Quantity</u> . Enter the quantity to be denied.
30-43	<u>Document number</u> . Enter the document number for type of release code 2.
44	<u>Suffix code</u> . Enter the appropriate suffix code, when applicable.
45-70	Leave blank.
71	<u>Condition code</u> . Enter the condition code to be denied unless all conditions are denied.
72	<u>Management code</u> . Enter the appropriate denial management code.
73-80	Leave blank.

Appendix B
PRINTER FORMATS

	<u>Paragraph</u>	<u>Page</u>
General supply inventory lot formation listing -----	B-1	B-3
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Unscheduled inventory research listing -----	B-6	B-10
Statistical data for physical inventory -----	B-7	B-12
Quarterly count card tally report -----	B-8	B-16
Reconciliation information listing -----	B-9	B-17
Reconciliation control listing -----	B-10	B-19
General supply location survey lot formation listing -----	B-11	B-20
Location survey control listing -----	B-12	B-21
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Appendix B--Continued

B-1. GENERAL SUPPLY INVENTORY LOT FORMATION LISTING.

GENERAL SUPPLY INVENTORY LOT FORMATION LISTING		DATE 15 MAY 72		PAGE 6	
CATEGORY CODE	NONE ASDA RIC B14	00	00	00	00
FIRST STOCK NUMBER	8138528	00	00	00	00
8330528	00 8585315	00 8585317	00 8585320XXXX	00 8585321	00 8585329
8585518	00 8585545XXXX	00 8585568	00 8585642	00 8585683	00 8599644
8619956	00 8620325	00 8620334XXXX	00 8620835	00 8623316	00 8623320
8623373-2	00 8623374-1	00 8623374-2	00 8623382	00 8623382	00 8623373-1
99057284029	00 99059515811	00	00	00 9605334	00 9605334
LAST STOCK NUMBER FOR ASDA-RIC B14	99059515811	00	00	00	00
CATEGORY CODE 1	ASDA RIC B14	00	00	00	00
FIRST STOCK NUMBER	10050344334	00	00	00	00
FSC 1005	37* FSC 1010	2* FSC 1015	12* FSC 1025	28* FSC 1055	1* FSC 1095
FSC 1240	26* FSC 1285	1* FSC 1290	7* FSC 1350	1* FSC 2520	1* FSC 2590
FSC 2090	1* FSC 4910	7* FSC 4931	9* FSC 4933	5* FSC 4935	4* FSC 4940
FSC 5040	1* FSC 5950	1* FSC 5960	1* FSC 6105	2* FSC 6110	1* FSC 6115
FSC 6625	1* FSC 6645	1* FSC 6650	5* FSC 6685	1* FSC 6920	1* FSC 6920
LAST STOCK NUMBER FOR ASDA-RIC B14	6920606874	00	00	00	00
CATEGORY CODE 2	ASDA RIC B14	00	00	00	00
FIRST STOCK NUMBER	66452407162	00	00	00	00
FSC 6645	6* FSC 6650	6*	6*	6*	6*
LAST STOCK NUMBER FOR ASDA-RIC B14	66506702516	00	00	00	00

3
2
1
4
X

Appendix B--Continued

B-2. AMMUNITION INVENTORY LOT FORMATION LISTING.

AMMUNITION INVENTORY LOT FORMATION LISTING	RKD	DATE	29 JUL 72	PAGE	1
VALID CATEGORY CODES 1 HIGH VALUE NON-SPECIAL INTEREST 2 SENSITIVE/PILFERABLE SIMS ITEMS 3 CONTROLLED INVENTORY NON-SPECIAL INTEREST 4 MULTIONMED 5 OTHER NON-SPECIAL INTEREST 6 HIGH VALUE SPECIAL INTEREST 7 SIMS ITEMS OTHER THAN ICC 2 8 CONTROLLED INVENTORY SPECIAL INTEREST 9 OTHER SPECIAL INTEREST					
THE STOCK NUMBERS WILL BE PRINTED IN THE FOLLOWING SEQUENCE FSC--DODIC--FIIN--MATO CODE					
SUBTOTAL PRINTS WHEN 1000 LOCATIONS ARE REACHED WITHIN CATEGORY CODE					
TOTAL LOCATIONS FOR EACH STOCK NUMBER WITHIN ASDA RIC AND CATEGORY					
CATEGORY CODE NONE ASDA RIC B64					
1336	713553200 *	1*	1336V1703564600 *	1*	1337V155032244600 *
1370LY06767762200 *	1*	1420	032247300 *	3*	8140 647323600 *
8140	974641300 *	1*			
TOTAL LOCATIONS CATEGORY CODE NONE FOR ASDA RIC B64 17 TOTAL STOCK NUMBERS 11					
CATEGORY CODE 1 ASDA PIC B64					
1336	032247200 *	1*	1336 624452900 *	30*	1336V13096318300 *
1337	832510200 *	334*	1337V172783567400 *	29*	1337V185965083000 *
1337V186891547000 *	200*	1337V190546223100 *	7*	1337V208897511100 *	15*
1000 LOCATIONS EXCEEDED TOTAL LOCATIONS 1000 TOTAL STOCK NUMBERS 14					
AVERAGE NUMBER OF LOCATIONS PER STOCK NUMBER IS 71					
1336	338629700 *	2*	1338 790705100 *	7*	1338 999794600 *
1420	930915700 *	111*	1410 957362500 *	18*	1410 987943200 *
1420	032248500 *	3*	1420 032248600 *	4*	1420 344234000 *
1420	609300300 *	3*	1420 609300400 *	1*	1420 609300600 *
1420	612302000 *	3*	1420 612303200 *	2*	1420 613878300 *
1420	701640700 *	3*	1420 701640800 *	1*	1420 701640900 *
6136	837533100 *	152*	6135 884789700 *	10*	6920 58064 *
8140	098836000 *	1*	8140 647323500 *	5*	8140 701079400 *
8140	893384700 *	1*	9130 534110500 *	4*	9135 630634200 *

Appendix B--Continued

B-3. LOT CONTROL LISTING.

LOT CONTROL LISTING FOR LOT NUMBER M08					DATE	PAGE	
CATEGORY CODE	5	ASDA	RIC	B14	72315	2	
10157237701	10157237757	10157237794	10157238028	10157238102	10157238920		
10157238946	10157305244	10157305321	10157307384	10157307477	10157307899		
10157334093	10157354149	10157359244	10157364092	10157384065	10157388045		
10157404835	10157419002	10157419228	10157525677	10157525685	10157675450		
10157725948	10157792546	10157963726	10157973568	10157982048	10157984504		
10158212310	10158339971	10158338358	10158338677	10158370133	10158569868		
10158594514	10158631052	10158640339	10158688025	10158688052	10159023714		
10159186226	10159375702	10159615750	10159715041	10159734722	10159758588		
10159769245	10250147456	10250188499	10250726636	10250730239	10250835780		
10251052825	10251094243	10251109788	10251115284	10251128540	10251138101		
10251139667	10251172690	10251272966	10252178596	10252198033	10252198081		
1025219395	10252354457	10253124257	10253124406	10253898154	10253961911		
10254454613	10254453422	10254548634	10254548679	10254751279	10254868368		
10254904145	10254949524	10255012256	10255018814	10255139653	10255172920		
10255191898	10255233711	10255260240	10255339138	10255570677	10255573470		
10255573576	10255600357	10255625237	10255750430	10255750478	10255755055		
10255872817	10256105203	10256163666	10256166432	10256167194	10256167202		
10256171020	10256171190	10256224194	10256499835	10256588432	10256739235		
10256784001	10257107150	10257115500	10257115986	10257120162			

TOTAL STOCK NOS THIS CATEGORY 0413
TOTAL STOCK NOS THIS LOT NO 0413
TOTAL STOCK NOS THIS ASDA RIC 0413

E X H A I T E

Appendix B--Continued

B. Ammunition.

TASK - A024										COUNT CARD CONTROL LISTING										DATE 73239										PAGE 1										RIN - A38L100194											
DEPOT CODE - K																																																			
DOC	TYPE	STOCK	ITEM	NO	U/I	COUNT	DATE	LOT	INC	SERIAL	NOMENCLATURE OR	CNT	CAT	PHY	MGR	FILE	COND	RES	LOCATION																																
IDENT	INV					QTY		NO	NO	NO	LOT/SERIAL NO	NO	CD	SEC	RIC	IND	CODE	CODE	SITE																																
ZNK	A	13655985207K866			EA	240		A29 03	0001	0001	PB-96003-62	1	8	J	B54	A	A	A	A10600AFHH																																
ZNK	A	13655985207K866			EA	240		A29 03	0002	0002	PB-96003-62	1	8	J	B54	A	A	A	A10600AFHH																																
ZNK	A	137030111321323			EA	240		A29 03	0003	0003	KC-15-38A	1	8	J	B54	A	A	A	A20500AF00																																
ZNK	A	13750285189M629			EA	240		A29 03	0004	0004	TF-601-27	1	8	J	B54	A	A	B	A71200																																
ZNK	A	13750285189M629			EA	240		A29 03	0005	0005	RHM-600-1	1	8	J	B54	A	A	C	A71200																																
ZNK	A	13750285189M629			EA	240		A29 03	0006	0006	SND-603-2	1	8	J	B54	A	A	C	A71200																																
ZNK	A	13750285189M629			EA	240		A29 03	0007	0007	SGK-1-8A	1	8	J	B54	A	A	C	A71200																																
ZNK	A	13750285189M629			EA	240		A29 03	0008	0008	L0D-602-12	1	8	J	B54	A	A	C	A71200																																
ZNK	A	13750285189M629			EA	240		A29 03	0009	0009	L0D-602-16	1	8	J	B54	A	A	C	A71200																																
ZNK	A	13750285189M629			EA	240		A29 03	0010	0010	DP1-1-2	1	8	J	B54	A	A	E	A71200AFNN																																
ZNK	A	13750285189M629			EA	240		A29 03	0011	0011	SGK-1-9A	1	8	J	B54	A	A	H	A71200AF00																																
ZNK	A	13750285189M629			EA	240		A29 03	0012	0012	OP1-1-1	1	8	J	B54	A	A	A	A71200AF00																																
ZNK	A	13750285189M629			EA	240		A29 03	0013	0013	L0D-602-18	1	8	J	B54	A	A	A	A71200AF00																																
ZNK	A	13750285189M629			EA	240		A29 03	0014	0014	SGK-4-9	1	8	J	B54	A	A	A	A71200AF00																																
ZNK	A	13750285189M629			EA	240		A29 03	0015	0015	SND-603-1	1	8	J	B54	A	A	B	A71200HNAA																																
ZNK	A	13750285189M629			EA	240		A29 03	0016	0016	SGK-1-8A	1	8	J	B54	A	A	D	A71200HNAQ																																
ZNK	A	13750285189M629			EA	240		A29 03	0017	0017	SGR-4-3	1	8	J	B54	A	A	C	A71200HNAQ																																
ZNK	A	13750285189M629			EA	240		A29 03	0018	0018	U0D-602-4	1	8	J	B54	A	A	B	A71200HNAQ																																
ZNK	A	13750285189M629			EA	240		A29 03	0019	0019	LS-1-66	1	8	J	B54	A	A	A	A71200HNAQ																																
ZNK	A	13750285189M629			EA	240		A29 03	0020	0020	LS-1-73	1	8	J	B54	A	A	A	A71200HNAQ																																
ZNK	A	13750285189M629			EA	240		A29 03	0021	0021	L0P-1-104	1	8	J	B54	A	A	C	A71200HNAQ																																
ZNK	A	13750285189M629			EA	240		A29 03	0022	0022	LS-1-72	1	8	J	B54	A	A	C	A71200HNAQ																																
ZNK	A	13750285189M629			EA	240		A29 03	0023	0023	L0P-1-41A	1	8	J	B54	A	A	C	A71200HNAQ																																
ZNK	A	137092161721116			KT	240		A29 03	0024	0024	COL-1-3	1	8	J	B54	A	A	A	A71200HNAQ																																
ZNK	A	137092161721116			KT	240		A29 03	0025	0025	COL-1-4	1	8	J	B54	A	A	A	A71200HNAQ																																
ZNK	A	137092161721116			KT	240		A29 03	0026	0026	COL-1-5	1	8	J	B54	A	A	A	A71200HNAQ																																
ZNK	A	137092161721116			KT	240		A29 03	0027	0027	WTX-1-16	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13908924193N282			EA	240		A29 03	0028	0028	PA-748-37A	1	8	P	B54	A	A	C	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0029	0029	NONE	1	8	P	B54	A	A	C	A71200HNAQ																																
ZNK	A	13700285248L130			EA	240		A29 03	0030	0030	MHR-27-13	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0031	0031	PA-757-20	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0032	0032	PA-757-7	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0033	0033	PA-757-1	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0034	0034	MHR-27-17	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0035	0035	PA-748-1	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0036	0036	JA-500-3	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0037	0037	PA-757-16	1	8	P	B54	A	A	C	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0038	0038	PA-757-5	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0039	0039	PA-757-1A	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0040	0040	PA-748-32	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0041	0041	BPA-1-9	1	8	P	B54	A	A	B	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0042	0042	SPA-1-42	1	8	P	B54	A	A	B	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0043	0043	MA-20-1	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13908924698N311			EA	240		A29 03	0044	0044	MHR-27-1	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13903241420N417			EA	240		A29 03	0045	0045	MA-26-1	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13908924698N311			EA	240		A29 03	0046	0046	NCI-1-0614	1	8	P	B54	A	A	A	A71200HNAQ																																
ZNK	A	13659261914K768			LB	240		A29 03	0047	0047	NCI-1-0615	1	8	J	B54	A	A	A	A71200HNAQ																																
ZNK	A	13659261914K768			LB	240		A29 03	0048	0048	NCI-1-0616	1	8	J	B54	A	A	A	A71200HNAQ																																
ZNK	A	13659261914K768			LB	240		A29 03	0049	0049	NCI-1-0642	1	8	J	B54	A	A	A	A71200HNAQ																																
ZNK	A	13659261914K768			LB	240		A29 03	0050	0050	L0P-2-26	1	8	J	B54	A	A	A	A71200HNAQ																																
ZNK	A	13407643660J349			EA	240		A29 03	0051	0051	L0P-1-15	1	8	J	B54	A	A	B	A71200HNAQ																																

Appendix B--Continued

B-5. INVENTORY EVALUATION RESEARCH LISTING. a. General supply.

INVENTORY EVALUATION RESEARCH LISTING

PAGE 000051

DATE 72349

LOG TRF FORMER
CODE ITEM MGR

NSUN COVER B

INV CAT CODE 5

LOT FILE INDICATOR GS

PHY SEC LOT FILE INDICATOR U

ODOLY 70139

UNIT PRICE 8011800

SIG CODE 5

ITEM MGR 814 EA

PRICE 8011800

UNIT PRICE 8011800

SIG CODE 5

ITEM MGR 814 EA

PRICE 8011800

UNIT PRICE 8011800

SIG CODE 5

INVENTORY CONTROL DATA
SCHED CNT DATE REQ RIC 814
M09 01
LOT NO INCREMENT TYP INV INV CAT
8 5

INVENTORY BALANCE DATA
COND SUM BAL FIRST CNT DIFFERENCE SECOND CNT DIFFERENCE STAT
A 00000005 00000010 00000005 00000010 00000005 RESEARCH REQUIRED

INVENTORY LOCATION DATA
COND LOCATION QUANTITY DATE HR QUANTITY DATE HR DIFFERENCE
A 44120634A 000000010 72344 09 000000010 72348 08 000000000

MISSION BALANCE DATA
COND CODE ASDA RIC DOLA P-P PRI DOLR DEP-QTY-OH
A 814 72341 0 71288 000000005

MISSION LOCATION DATA
COND DEN-SUS-CD LOC 1 LOC 2 LOC 3 LOC 4 LOC 5 LOC 6 LOC 7 LOC 8 LOC 9
A 44120634A

INVENTORY IN FLOAT DOCUMENT DATA-HRO TRANSACTIONS

COND ASDA DOCUMENT NO S-SC DIC UI QTY RECEIVED QTY DATE ACTION LOCATION DATE TIME
CODE RIC 814 AK47032315000 0 A51 EA 0000001 72341 0108 0000001 72342 44120634A 72091 0900 14
A 814 A5330020820282 0 A5A EA 0000001 72089 0107 0000001

CATALOG DATA INFORMATION
STOCK ITEM NUMBER ITEM UI PRICE UNIT
FSC FIIN DODIC MGR 814 EA 5
10556518672

INVENTORY CONTROL DATA
SCHED CNT DATE REQ RIC 814
M09 01
LOT NO INCREMENT TYP INV INV CAT
8 5

INVENTORY BALANCE DATA
COND SUM BAL FIRST CNT DIFFERENCE SECOND CNT DIFFERENCE STAT
A 00000024 00000025 00000001 00000025 00000001 RESEARCH REQUIRED

INVENTORY LOCATION DATA
COND LOCATION QUANTITY DATE HR QUANTITY DATE HR DIFFERENCE
CODE 814 7211513F 000000025 72342 08 000000025 72347 09 000000000
A 814 7211513F 000000025 72342 08 000000025 72347 09 000000000
COND CODE ASDA RIC DOLA P-P PRI DOLR DEP-QTY-OH
A 814 72173 0 71288 000000024

MISSION LOCATION DATA
COND DEN-SUS-CD LOC 1 LOC 2 LOC 3 LOC 4 LOC 5 LOC 6 LOC 7 LOC 8 LOC 9
A 07213613E

3 X A H 2 E

AMMUNITION UNSCHEDULED INVENTORY RESEARCH LISTING

CATALOG SEGMENT INFORMATION --DSNMHDR/ASM

STOCK	ITEM NUMBER	ITEM	UI	PRICE	UNIT	PRICE	ODOLI	PHY SEC	TYPE	MGMT	REQ	LOT FILE	LOG TRF	FORMER	DIC
MGR	FLZ	EA	SIG	CODE	PRICE	PILFERG	INVT	CAT	CODE	RIC	INDICATOR	2	FLZ	ITEM	NBR
1420099332245	FLZ	EA	5	0000800	69160			6	D						DJA

BALANCE SEGMENT INFORMATION--ASH

COND	ASDA	DOLA	DOLR	DEP-QTY-OH
A	FLZ	72250		000000007
E	FLZ	72355		000000000
F	FLZ	72092		000000090

SERIAL-LOT BALANCE-ASM

THE FOLLOWING ARE LOT NUMBERS

COND	ASDA	SERIAL/LOT NO	ANMO RES	ANMO OBLIG	LOCATION	METHOD	ACCESS TYPE
			SITE CODE	QTY		STOR	CODE SPACE

A	FLZ	NONE
F	FLZ	NONE

INVENTORY IN FLOAT DOCUMENT FILE, REC AND ADJ TRANSACTIONS

B-11

COND	ASDA	DOCUMENT NO	S/S	DIC	UI	TRAN-QTY	DATE TIME REC'D	REVERSAL QTY	LOCATION	DATE TIME PROC AT LOC	RCN	NGMT GRID CODE LOC
A	B64	A3168R972C0043	D45	EA	0000005	72141			T14650	70131 16	12913181	
A	B64	N80019 72C0043	29L	EA	0000005	72137	0053		T14650			STOCK LOCATED
A	F1Z	F2040203901196	29L	EA	0000016	72041			T14650			STOCK LOCATED
A	F1Z	F2040972C0043	28P	EA	0000005	72144			T14650			STOCK LOCATED
F1Z	F1Z	F2040203901196	29L	EA	0000004	72041			146500			STOCK LOCATED
F1Z	F1Z	F2040203901196	29L	EA	0000019	72355			530000			STOCK LOCATED
F1Z	F1Z	F204023556401 A	2AJ	EA	0000019	72355	2238			70350 16	34708181	STOCK LOCATED
F1Z	F1Z	F460422949380	D6A	EA	0000013	72042			146500			STOCK LOCATED
F1Z	F1Z	F2040203901196	28P	EA	0000013	72042						STOCK LOCATED
F1Z	F1Z	F4648142012000	D6A	EA	0000002	72060	0000		530700	70056 16	05311181	STOCK LOCATED
F1Z	F1Z	F2040203901196	29L	EA	0000003	72041			146500			STOCK LOCATED

.....

B-7. STATISTICAL DATA FOR PHYSICAL INVENTORY. a. General supply.

W I P H A

PART - 1 STATISTICAL DATA, FEEDER FOR PHYSICAL INVENTORY PERFORMANCE REPORT AUGUST-215 -										AMMUNITION UNSCHEDULED STATISTICS		DATE 72279		PAGE 3	
LOT NO.	PHYSICAL CAT.	INV. OF INVENTORY CODE	NO. OF INV	NO. LOC TO BE	DOLLAR VALUE	ACTUAL NUMBER OF ADJUSTMENT	ACTUAL DOLLAR ADJUSTMENT	ACTUAL NUMBER OF ADJUSTMENTS	DOLLAR VALUE OF ADJUSTMENTS	NUMBER OF ACTUAL MAJOR VARIANCES	DOLLAR VALUE OF ACTUAL MAJOR VARIANCES	MCT-CD			
RIC				CNTD	ADJUSTMENT GAINS	ADJUSTMENT LOSSES	LOSSES								
BK0	I		23	242	2215798	0	00	0	00	0	00	H			
BK0	I	1	8	216	25914621	0	00	0	00	0	00	H			
RK0	I	3	2	51	306371	0	00	0	00	0	00	H			
BK0	I	5	3	5	49155	0	00	0	00	0	00	H			
BK0	I	8	3	55	100157	0	00	0	00	0	00	H			
COM DATE 72279				TOTAL	569 \$ 28586102	0 \$	00	0 \$	00	0 \$	00				

EXHIBIT E

Appendix B--Continued

c. Scheduled inventory statistics by lot number.

PART - 1 STATISTICAL DATA FEEDER FOR PHYSICAL INVENTORY PERFORMANCE REPORT AMCU-215 a													DATE 72340	PAGE 1		
LOT NO. OR RIC	TYPE	INV. CAT. CODE	INV. SIZE	LINES TO BE INV.	ACTUAL DOLLAR VALUE		ACTUAL DOLLAR VALUE		NUMBER OF ADJUSTMENTS	DOLLAR VALUE OF ADJUSTMENTS	NUMBER OF ACTUAL MAJOR VARIANCES	DOLLAR VALUE OF ACTUAL MAJOR VARIANCES	ACTUAL ACCURACY LEVEL			
					ADJUSTMENT GAINS	ADJUSTMENT LOSSES	ADJUSTMENT GAINS	ADJUSTMENT LOSSES								
K03	R	5	1173	311	245201	30	2528	29	2269	59	4797	7	3123	98.0		
COM DATE 72339					TOTAL	311	\$ 245201	30	\$ 2528	29	\$ 2269	59	\$ 4797	7	\$ 3123	97.7 %

EXHIBIT E

Appendix B--Continued

d. Scheduled inventory statistics by RIC.

PART - 2	SCHEDULED INVENTORY STATISTICS	FOR RIC AKZ	DATE 12/05/72	TIME 00/22/14
TY-INW-CODE	R	LOT-NO	SCH-CNT-DTE	LOT-SIZE
TY-INW-CODE	000311	1ST-CNT-COMP	1ST-CNT-BAL	2ND-CNT-BAL
2ND-CNT-COMP	00128	3RD-CNT-REQ	LOT-CNT-CD-TALLY	LOT-DOL-VAL
POT-NO-ADJ-GN	00037	POT-NO-ADJ-LS	POT-DOL-VAL-LS	NO-POT-MAJ-VAR
DOL-VAL-POT-MAJ-VAR	000012429	ACT-NO-ADJ-GN	ACT-DOL-VAL-EN	ACT-NO-ADJ-LS
ACT-DOL-VAL-LS	000002269	DOL-VAL-ACT-MAJ-VAR	ACT-ACT-LEVEL-POT	COM-OT
		K03	72299	001173
		000350	000214	00137
		00065	000522	000245201
		00043	000011510	00011
		00030	00002528	00029
		000003123		72339

3 7 1 1 3
X A H P 1 3

Appendix B--Continued

B-8. QUARTERLY COUNT CARD TALLY REPORT.

QUARTERLY COUNT CARD TALLY REPORT FOR 3RD QUARTER -- FY 72		
	TOTAL COUNT CARDS FOR FY	UNSCHEDULED COUNT CARDS THIS QTR
RIC		
AKZ	13679	404
A35	75	75
BF4	0	0
B64	10568	1637
11V	663	0
11T	0	0
11T	3	0
817	628	47
59C	166	43
591	3290	4
854	151	13
596	11	1
59C	7	4
816	6777	1888
8K4	47	0
824	3503	0
F55	139	0
BKD		
A12	931	7
FLZ	153	153
814	9862	371
11U	0	0
11U	2568	0

EXAMPLE

Appendix B--Continued

B-9. RECONCILIATION INFORMATION LISTING. a. Input, output, and process totals.

RIN - A38104554

TASK - AD18	DEPT CODE - K	RECONCILIATION INFORMATION LISTING	DATE 73195	PAGE 1
		INPUT, OUTPUT AND PROCESS TOTALS		
		0 - NUMBER ZNR INPUT FOR ARMY - SUMMARY		
		0 - NUMBER ZNR INPUT FOR ARMY - DELETE		
		0 - NUMBER ZNR INPUT FOR OTHER THAN ARMY		
		4 - NUMBER ZNR INPUT FOR PENDING PROCESSING		
		1 - INVALID ZNR INPUT		
		0 - INVALID OJA INPUT		
		0 - OJA DELETES DUE TO INVALID ZNR OR NO HEADER CARD		
		0 - OJA PROCESSED FOR NON-ARMY		
		0 - OJA PUNCHED FOR NON-ARMY		
		0 - ZNR PROCESSED FOR ARMY DELETE		
		0 - TOTAL STOCK NUMBERS SELECTED FOR LOAD		
		0 - OJA LOADED FOR ARMY		
		0 - STOCK NUMBERS LOADED-GEN SJP		
		0 - STOCK NUMBERS LOADED-AMHD		
		0 - TOTAL STOCK NUMBERS PROCESSED FOR FINAL		
		0 - BK8 PUNCHED FOR ARMY - FINAL		
		0 - BK2 PUNCHED FOR ARMY - FINAL		
		0 - TOTAL STOCK NUMBERS PROCESSED FOR DELETE		

EXAM 1 2 3

Appendix B--Continued

b. Stock numbers selected for load (Army).

RIN - A380100554

PAGE 1

DATE 73135

RECONCILIATION INFORMATION LISTING

TASK - ADIA

DEPT CODE - K

STOCK NUMBERS SELECTED FOR LOAD (ARMY)

TOTAL	LOT NO.	RIC
1	- 482	754
2	- 493	854
3	- 472	864
4	- 455	914
5	- 433	954
6	- 422	974
7	- 461	984
8	- 671	984

EXAMPLE

Appendix B--Continued

B-10. RECONCILIATION CONTROL LISTING.

RECONCILIATION CONTROL LISTING FROM BK4 TO AKZ -- INITIAL CONTROL DATE 72307, SUMMARIZATION DATE 72320, FINAL DATE 72333														PAGE	1
OIC	STOCK NUMBER	UI	CUST BAL	TRANS CNT	LOT NO	SER NO	CD CNT	COND	CAT	PHY	SHELF	MGR/OWN	T/I	MGMT	
BKBAKZ	10050562237	EA	0000000004	000	K04	00001	01	A	7	U	0	2	A		
BKXB	10050562237				K75									DUPLICATE	
BKBAKZ	10054874100	EA	0000000111	001	K04	00002	01	A	7	U	0	2	A		
BKZAKZ	10054874100	EA000043A5662023149506	YA+822MGA5AK0409			BK4AA2321L00A									
BKXB	10054874100				K75									DUPLICATE	
BKBAKZ	10055504037	EA	0000001015	000	K75	00003	01	A	5	U	0	2	C		
BKBAKZ	10055504062	EA	0000000123	001	K04	00004	01	A	7	U	0	2	A		
BKZAKZ	10055504062	EA00123W56HV22948760	A2537AJ3106KK0409			BK4BA 2308000A									
BKBAKZ	10055504067	EA	0000000243	002	K75	00005	01	A	5	U	0	2	C		
BKZAKZ	10055504067	EA00001W56HV22998771	A2537AJ3106KK7509			BK4BA 23180001									
BKBAKZ	10055564102	EA	0000000089	000	K75	00006	01	A	5	U	0	2	C		
BKZAKZ	10055564102	EA000506K75C23202105	Z9LK75			BK4AA 2323L								ADJ-SUM-BAL	
BKBAKZ	10055564174	EA	0000000048	000	K04	00007	01	A	7	U	0	2	A		
BKBAKZ	10056008959	EA	0000000150	000	K75	00008		A	5	U	0	2	C		
BKZAKZ	10056008959	EA000186K75C23210215	Z9LK75			BK4AA 2321L								ADJ-SUM-BAL	
BKBAKZ	10056008959	EA	0000000000	000	K75	00009	02	H	5	U	0	2	C		
BKBAKZ	10056005001	EA	0000000000	000	K75	00010	01	A	7	U	0	2	C		
BKBAKZ	10056147463	EA	0000000059	000	K04	00011		A	7	U	0	2	A		
BKBAKZ	10056147463	EA	0000000002	000	K04	00012	02	H	7	U	0	2	A		
BKBAKZ	10056528269	EA	0000000172	000	K04	00013	01	A	7	U	0	2	A		
BKBAKZ	10056535441	EA	0000000354	001	K75	00014	01	A	5	U	0	2	C		
BKZAKZ	10056535441	EA00123W56HV22948765	A2537AJ3106KK7509			BK4BA 2308000A									
BKZAKZ	10056535441	EA000046K75C232702025	Z9LK75			BK4AA 2328L								ADJ-SUM-BAL	
BKBAKZ	10056544058	EA	0000001408	000	K04	00015	01	A	7	U	0	2	A		
BKZAKZ	10056544058	EA00060602AT231202045	Z9PK04			BK4BA 2313G									
BKBAKZ	10056908441	EA	0000000016	000	K75	00016	01	A	5	U	0	2	C		
BKBAKZ	10057046650	EA	0000000009	000	K04	00017	01	A	7	U	0	2	A		
BKBAKZ	10057266131	EA	0000000043	000	K04	00018	01	A	7	U	0	2	A		
BKBAKZ	10057312078	EA	0000000000	000	K75	00019	01	A	5	U	0	2	C		
BKBAKZ	10057915420	EA	0000000040	000	K04	00020	01	A	7	U	0	2	A		

Appendix B--Continued

B-12. LOCATION SURVEY CONTROL LISTING.

DATE 12/19/74	DIC	SLC	STOCK NUMBER	LOCATION SURVEY CONTROL	U-I	CC	MAT-EXP-DTE	LOT NUMBER 01	TY-STOR	PHY-SEC	STK-LOC	PAGE	I	DEP	CD	K
	ZL6	0	10557883770	EA	A	A			ACE	U	07110409D	00001				
	ZL6	0	47309124154	EA	A	A			ACE	U	07110415B	00002				
	ZL6	0	14309415411	EA	A	A			ACF	U	07110504A	00003				
	ZL6	0	10055009352	EA	A	A			ACB	U	07110506F	00004				
	ZL6	0	30206796918	EA	A	A			ABE	U	07110518F	00005				
	ZL6	0	25409092447	EA	E	E			ACB	U	07111007D	00006				
	ZL6	0	31207128136	EA	A	A			ACB	U	07111106B	00007				
	ZL6	0	59777605392	EA	A	A			ACG	U	07111213E	00008				
	ZL6	0	53409840760	EA	A	A			ABC	U	07111922D	00009				
	ZL6	0	62206928703	EA	A	A			ABE	U	07112022A	00010				
	ZL6	0	51207083270	EA	A	A			ACB	U	07112106E	00011				
	ZL6	0	53050698692	EA	A	A			ACB	U	071121066	00012				
	ZL6	0	49350343478	EA	A	A			ABE	U	07112321B	00013				
	ZL6	0	25306901157	EA	A	A			ABE	U	07112522B	00014				
	ZL6	0	53305507319	EA	A	A			ABE	U	07112523F	00015				
	ZL6	0	53600515279	EA	A	A			ABB	U	07112719C	00016				
	ZL6	0	99051323260	EA	A	A			AAB	U	07112721E	00017				
	ZL6	0	49357656148	EA	A	A			ACB	U	07112805A	00018				
	ZL6	0	53060425826	EA	A	A			ACB	U	07112815F	00019				
	ZL6	0	59354831147	EA	A	A			ABB	U	07112822B	00020				
	ZL6	0	25307374301	EA	A	A			ACE	U	07113012B	00021				
	ZL6	0	49350532551	EA	A	A			ACG	U	07120106C	00022				
	ZL6	0	25203017375	EA	A	A			ACB	U	07120604F	00023				
	ZL6	0	53404239082	EA	A	A			ACB	U	07120605C	00024				
	ZL6	0	14206309131	EA	A	A			ACB	U	07120704A	00025				

Appendix B--Continued

B-13. AMMUNITION LOCATION SURVEY LOT FORMATION LISTING.

STIFF LOCATION	PERCENTAGE	AMMUNITION LOCATION (BY FORMATION) LISTING	12/11/71	PAGE 0003 DEP 4
		FIRST EPIS LOCATION	LAST EPIS LOCATION	TOTAL COUNTS WITHIN SITE
A51300		AFPC	HNQ	0021
A60100		AFPC	HNQ	0007
A60200		ANAO	ANAO	0001
A60300		AFPC	HNQ	0007
A60400		ANAO	ANAO	0001
A60500		AFPC	HNQ	0014
A60700		ANAO	ANAO	0001
A60800		AFPC	HNQ	0005
A60900		ANAO	ANAO	0001
A61000		AFPC	HNQ	0120
A61100		ANAO	ANAO	0001
A61200		AFPC	HNQ	0020
A61300		ANAO	ANAO	0212
A61500		AFPC	HNQ	0002
A61600		ANAO	ANAO	0006
A70100		AFPC	HNQ	0002
A70200		ANAO	ANAO	0002
A70300		AFPC	HNQ	0002
A70400		ANAO	ANAO	0004
A70500		AFPC	HNQ	0004
A70600		ANAO	ANAO	0001
A70700		AFPC	HNQ	0107
A70800		ANAO	ANAO	0034
A70900		AFPC	HNQ	0007
A71000		ANAO	ANAO	0006

Appendix B--Continued

B-14. AMMUNITION LOCATION SURVEY PLANOGRAPH CONTROL LISTING.

AMMUNITION LOCATION SURVEY PLANOGRAPH CONTROL LISTING					PAGE	003	DEP CH
DATE	12/19/72	TIME	05/28/13	RESV/SITE	SITE LOCATION		
SAMPLE	01				ES1100		
SAMPLE	01				E70400		
SAMPLE	01				FA0300		
SAMPLE	01				FA0400		
SAMPLE	01				FUI280		
SAMPLE	01				F1001A		
SAMPLE	01				F1001B		
SAMPLE	01				F1002A		
SAMPLE	01				F10200		
SAMPLE	01				F10300		
SAMPLE	01				F107A0		
SAMPLE	01				F305A0		
SAMPLE	01				F70100		
SAMPLE	01				F80100		
SAMPLE	01				F804A0		
SAMPLE	01				F90300		
SAMPLE	01				G10040		
SAMPLE	01				G10200		
SAMPLE	01				G13050		
SAMPLE	01				G13070		
SAMPLE	01				G30500		
SAMPLE	01				G70200		
SAMPLE	01				G80900		
SAMPLE	01				KN08A0		
SAMPLE	01				KN08B0		
SAMPLE	01				KN08C0		

EX-AM-PT-2

STAND HGAZ PLANOGRAPH--SITE NR 530800

PAGE 01 DEP CD K

B-25

Appendix B--Continued

B-17. AUDIT CONTROL LISTING FROM BK4 TO B14.

AUDIT CONTROL LISTING FROM BK4 TO B14																	
SUMMARIZATION DATE 720411 FINAL DATE 720531																	
DIC	STOCK NUMBER	UI	CUSI	BAL	TRANS	CNT	LOT	NO.	SER	NO.	CD	CNT	COND	CAT	PHY	SHELF	MSR/OWN
BK8B14	10055564174	EA	0000002662	004	0000000000	003	M99	00738	01	A	1	U	0	1			
BK2B14	10055564174	EA000268588720275105C8001HAK9A5AM9906															
BK2B14	10055564174	EA00027042359020250011Y000032A2ASAM9915															
BK2B14	10055564174	EA0003001613020311716Y00001AMKASAM9915															
BK2B14	10055564174	EA001824K627013450099A25174Z206AM9913															
BK8B14	10055564177	EA	00000005048	000	M99	00739	01	A	5	U	0	1					
BK8B14	10055564206	EA	00000000126	000	M99	00740	01	A	5	U	0	1					
BK8B14	10055564274	EA	00000000299	000	M99	00741	01	A	5	U	0	1					
BK8B14	10055564278	EA	00000000000	003	M99	00742	01	A	5	U	0	1					
BK2B14	10055564278	EA000268159013351312Y52243D6AM99															
BK2B14	10055564278	EA000282AK62702020835AMK6C1M92AS1M9913															
BK2B14	10055564278	EA00001AP038020331089Y10042AMKASAM9912															
BK8B14	10055564278	EA	00000000769	000	M99	00743	02	E	5	U	0	1					
BK8B14	10055564283	EA	0000001771	000	M99	00744	01	A	5	U	0	1					
BK8B14	10055564298	EA	00000000183	000	M99	00745	01	A	5	U	0	1					
BK8B14	10055564299	EA	00000000060	000	M99	00746	01	A	5	U	0	1					
BK8B14	10055564305	EA	0000001294	003	M99	00747	01	A	5	U	0	1					
BK2B14	10055564305	EA00011AK62702020A833AK6FCINGZAS1M9913															
BK2B14	10055564305	EA00062AK62701351013AK6270D6AM99															
BK2B14	10055564305	EA00281AK627013310089AK6270D6AM99															
BK8B14	10055564305	EA	00000003131	000	M99	00748	01	E	5	U	0	1					
BK8B14	10055564305	EA	00000000540	000	M99	00749	03	F	5	U	0	1					
BK8B14	10055564331	EA	0000027064	002	M99	00750	01	A	5	U	0	1					
BK2B14	10055564331	EA00002AS250820259648Y27000LMKASAM9915															
BK2B14	10055564331	EA00003AP538020331070Y2XMKAMKASAM9910															
BK8B14	10055567119	EA	00000000000	001	M99	00751	01	A	5	U	0	1					
BK2B14	10055567119	EA00005BA8AF13080008AZ6ACLM9A51M9915															
BK8B14	10055574620	EA	0000000155	000	M99	00752	01	A	1	U	0	1					
BK8B14	10055574621	EA	0000000062	000	M99	00753	01	F	3	U	0	1					
BK8B14	10055574621	EA	0000000166	000	M99	00754	02	L	3	U	0	1					
BK8B14	10055577409	EA	0000000696	001	M99	00755	01	A	5	U	0	1					
BK2B14	10055577409	EA00001AK627013520110AK6270D6AM99															
BK8B14	10055577409	EA	00000002015	000	M99	00756	02	F	5	U	0	1					

Appendix C
TAPE FORMATS

	<u>Paragraph</u>	<u>Page</u>
Depot standard header and trailer labels -----	C-1	C-3
Depot inventory and location record audit reconciliation control tape -----	C-2	C-4
ASDA inventory and location record audit reconciliation control tape -----	C-3	C-7

Appendix C--Continued

C-1. Depot standard header and trailer labels. Used by SPEEDEX depots to transmit magnetic tapes to accountable supply distribution activities (ASDA's).

a. Header label.

<u>Positions</u>	<u>Instructions</u>
1	<u>Density.</u> Enter the following to specify recording density: 5--556 C.P.I.
2-3	<u>Header label identifier.</u> Enter ().
4-5	<u>Logical unit number.</u> Enter the logical unit to which the file is assigned.
6-8	<u>Retention.</u> Enter the retention period in days.
9-22	<u>File name.</u> Enter the appropriate name to identify the tape. DEPOTRECONTAPE--Depot inventory reconciliation tape. DEPOTAUDITTAPE--Depot location record audit reconciliation tape. BKZHISTROUTPUT--Depot response to transaction history request.
23-24	<u>Reel number.</u> Self-explanatory.
25-30	<u>Date written.</u> Enter the creation date expressed in month, day, and year.
31-32	<u>Edition number.</u> Not applicable.
33-80	<u>User supplied.</u> Enter any comments or leave blank.

b. Trailer label.

<u>Positions</u>	<u>Instructions</u>
1-3	<u>End of tape.</u> Enter as follows: EOT--End of tape or intermediate reel. EOF--End of file.

Appendix C--Continued

<u>Positions</u>	<u>Instructions</u>
4-8	<u>Block count.</u> Self-explanatory.
9-80	<u>Information.</u> Enter any comments or leave blank.
c.	<u>Record length.</u> 88 (fixed).
d.	<u>Blocking factor.</u> 10 X 88 with a record mark in position 88.
e.	<u>Partially filled blocks.</u> Will be 9's padded.
f.	<u>Tapes.</u> Will be in 7 tracks.

C-2. Depot inventory and location record audit reconciliation control tape. Prepared by depots for reconciliation with ASDA's.

a. Balance record.

<u>Positions</u>	<u>Instructions</u>
1-3	<u>Document identifier code.</u> Enter "BKB."
4-6	<u>Routing identifier code (RIC) (To).</u> Enter the RIC of the ASDA with whom reconciliation is being performed.
7	<u>Type of physical inventory code.</u> Enter for inventory reconciliation. Leave blank for audits.
8-22	<u>Stock number.</u> Enter the number identifying the item from the depot record.
23-24	<u>Unit of issue.</u> Perpetuate from the depot record.
25-34	<u>Quantity.</u> Enter the custodial record balance.
35-37	<u>Transaction count.</u> Enter the number of BKZ cards prepared for this condition code.
38-46	Leave blank.
47-49	<u>Lot number.</u> Enter the number of the inventory lot being reconciled, or the appropriate lot number for an audit.
50-54	<u>Card serial number.</u> Enter the sequence number for all BKB cards.

Appendix C--Continued

<u>Positions</u>	<u>Instructions</u>
55	Leave blank.
56-60	<u>Count summarization date.</u> Enter the date on which the custodial balance was summarized.
61-64	Leave blank.
65-66	<u>Card count control.</u> Enter the sequence number of the BKB card for the stock number.
67-69	<u>Routing identifier code (From).</u> Enter the depot RIC.
70	Leave blank.
71	<u>Condition code.</u> Enter the condition from the depot record.
72	<u>Management code.</u> Enter "Z" if the item was counted during a sample inventory. Leave blank for complete inventories and for audit reconciliation.
73	<u>Inventory category code (ICC).</u> Enter the ICC from the depot record.
74	<u>Physical security/pilferage code.</u> Enter the code from the depot record.
75	<u>Shelf-life code.</u> Enter the code from the depot record.
76	<u>Manager/owner code.</u> Enter the code from the depot record as follows: 1--Manager. 2--Owner.
77-87	Leave blank.
88	<u>Record mark.</u> Self-explanatory.

Appendix C--Continued

b. Transaction record.

<u>Positions</u>	<u>Instructions</u>
1-3	<u>Document identifier code.</u> Enter "BKZ."
4-6	<u>Routing identifier code (To).</u> Enter the RIC of the ASDA with whom reconciliation is being performed.
7-53	Perpetuate from the original transaction.
54-56	<u>Document identifier code of transaction.</u> Enter the DIC of the transaction from the depot record.
57-59	<u>Inventory lot number.</u> Enter the number of the inventory lot being reconciled, or the appropriate lot number for an audit.
60-66	Perpetuate from the original transaction.
67-69	<u>Routing identifier code (From).</u> Enter the depot RIC.
70	<u>Reconciliation control code.</u> Enter "A" for transactions occurring after summarization. Enter "B" for transactions prior to summarization.
71-72	Perpetuate from the original transaction.
73-76	<u>Date posted to depot record.</u> Self-explanatory.
77	<u>Gain/loss code.</u> Enter as follows: G--Gain (debit). L--Loss (credit). Leave blank for in-line denials.
78-80	<u>Transaction serial number.</u> Enter the consecutive serial number assigned to each transaction for the condition code of each stock number, Convert the last digit of the last serial number of each condition code to its alphabetic or special character equivalent by entering a "12" overpunch.
81-87	Leave blank.
88	<u>Record mark.</u> Self-explanatory.

Appendix C--Continued

C-3. ASDA inventory and location record audit reconciliation control tape. a. Balance record.

<u>Positions</u>	<u>Instructions</u>
1-3	<u>Document identifier code.</u> Enter "BKB."
4-6	<u>Routing identifier code (To).</u> Enter the ASDA RIC.
7	<u>Type of physical inventory code.</u> Enter for inventory reconciliation. Leave blank for audits.
8-22	<u>Stock number.</u> Enter the number identifying the item from the accountable record.
23-24	<u>Unit of issue.</u> Perpetuate from the accountable record.
25-34	<u>Quantity.</u> Enter the ASDA record balance for the depot with whom reconciliation is being performed.
35-37	<u>Transaction count.</u> Enter the number of BKZ cards prepared for this condition code.
38-46	Leave blank.
47-49	<u>Lot number.</u> Enter the number of the inventory lot being reconciled, or the appropriate lot number for an audit.
50-54	<u>Card serial number.</u> Enter the sequence number for all BKB cards.
55	Leave blank.
56-60	<u>Count summarization date.</u> Enter the date, close of business (COB), on which the accountable balance was summarized.
61-64	Leave blank.
65-66	<u>Card count control.</u> Enter the sequence number of the BKB card for the stock number.
67-69	<u>Routing identifier code (From).</u> Enter the depot RIC for the depot with whom reconciliation is being performed.
70	Leave blank.

Appendix C--Continued

<u>Positions</u>	<u>Instructions</u>
71	<u>Condition code.</u> Enter the code from the accountable record.
72	<u>Management code.</u> Leave blank.
73	<u>Inventory category code.</u> Enter the ICC from the accountable record.
74	<u>Physical security/pilferage code.</u> Enter the code from the accountable record.
75	<u>Shelf-life code.</u> Enter the code from the accountable record.
76	<u>Manager/owner code.</u> Enter the code from the accountable record as follows: 1--Manager. 2--Owner.
77-80	Leave blank.
81-89	<u>Unit price.</u> Enter the unit price from the accountable record.
90	<u>Record mark.</u> Self-explanatory.

b. Transaction record.

<u>Positions</u>	<u>Instructions</u>
1-3	<u>Document identifier code.</u> Enter "BKZ."
4-6	<u>Routing identifier code (To).</u> Enter the ASDA RIC.
7-53	Perpetuate from the original transaction.
54-56	<u>Document identifier code of transaction.</u> Enter the DIC of the transaction from the ASDA record.
57-59	<u>Inventory lot number.</u> Enter the number of the inventory lot being reconciled, or the appropriate lot number for an audit.
60-66	Perpetuate from the original transaction.

Appendix C--Continued

<u>Positions</u>	<u>Instructions</u>
67-69	<u>Routing identifier code (From).</u> Enter the RIC of the depot with whom the reconciliation is being performed.
70	<u>Reconciliation control code.</u> Enter "A" for transactions occurring after summarization. Enter "B" for transactions prior to summarization.
71-72	Perpetuate from the original transactions.
73-76	<u>Date posted to ASDA record.</u> Self-explanatory.
77	<u>Gain/loss code.</u> Enter as follows: G--Gain (debit). L--Loss (credit).
78-80	<u>Transaction serial number.</u> Enter the consecutive serial number assigned to each transaction for the condition code of each stock number. Convert the last digit of the last serial number of each condition code to its alphabetic or special character equivalent by entering a "12" overpunch.
81-84	Leave blank.
85	<u>Record mark.</u> Self-explanatory.

Appendix D

CODES

	<u>Paragraph</u>	<u>Page</u>
Document identifier codes -----	D-1	D-3
Type of physical inventory codes -----	D-2	D-5
Inventory management codes -----	D-3	D-6
Inventory lot numbers -----	D-4	D-8
Item data correction codes -----	D-5	D-9
Reject advice codes -----	D-6	D-10

Appendix D--Continued

D-1. DOCUMENT IDENTIFIER CODES. The codes prescribed in this regulation and are to be used in physical inventory documentation.

<u>DIC</u>	<u>Title</u>	<u>Explanation</u>
BJA	Physical inventory request document	Requests of depot custodial record balances or depot transaction histories by accountable supply distribution activities (ASDA's).
BKA	Physical inventory count document	Reports depot custodial record balances to ASDA's.
BKB	Inventory reconciliation/audit data card	Reports purified custodial balance quantities resulting from scheduled inventories and reports specific catalog data for Army audit purposes.
BKZ	In-float document control card	Reports supply management data relating to in-float documentation between storage activities and ASDA's during scheduled inventory/audit reconciliation, and furnishes transaction histories.
BM3	Storage item data change document	Used by depots to request an inventory category code (ICC) depot record. Used by ASDA's to provide a response to the request for an ICC.
BM6	(Same as BM3)	Used by Army ASDA's to report audit data corrections to depots.
BZB	Zero balance flasher	Reports zero depot custodial record balances to the ASDA.
DJA	(Same as BJA)	Requests for physical inventories by ASDA's.
DKA	(Same as BKA)	Reports unscheduled physical inventory counts for Army and all physical inventories for other services.
DZB	Storage item data correction card	Used by ASDA's to report other service/agency audit data corrections to depots.

Appendix D--Continued

<u>DIC</u>	<u>Title</u>	<u>Explanation</u>
DZG	Transaction reject card	Used to reject erroneous D-series documents to the originator.
DZH	Location audit reconciliation request card	Used by depots to report catalog data to other service/agency ASDA's for audit purposes.
ZAZ	Materiel adjustment document (for general supplies only)	Effects dual adjustments between condition codes as a result of physical inventory.
ZBZ	(Same as BKZ)	Internal request for retired transaction history at SPEEDEX depots.
ZJA	Physical inventory request document	Requests inventory documentation within depots.
ZKD	Date of last inventory update card	Used to update the date of last inventory as a result of unscheduled inventories, and remove the denial suspense quantity indicator.
ZL4	Location survey request card	Requests location survey documentation at SPEEDEX depots.
ZL5	Location audit request card	Establishes Army audit controls at SPEEDEX depots (general supply and ammunition).
ZL6	Location survey work card	Used to accomplish the physical survey of stocks in the storage locations for general supplies.
ZL9	Location audit request card	Used to request DZH output for other service/agency audits.
ZNG	Inventory research card	Output documentation by computers at SPEEDEX depots, to identify errors in input documentation or situations which preclude normal processing of documentation.
ZNJ	Inventory request card	Establishes inventory controls, requests count cards, and deletes lots from inventory at SPEEDEX depots.

Appendix D--Continued

<u>DIC</u>	<u>Title</u>	<u>Explanation</u>
ZNK	Inventory count card	Accomplishes the physical count of stocks in the storage location.
ZNR	Inventory reconciliation request card	Establishes reconciliation controls at SPEEDEX depots (general supply and ammunition).
ZR4	Inventory statistical data request card	Enters the completed date and/or requests statistical data from the statistical file.
Z8P	Materiel adjustment document (for general supply); lot transaction card (for ammunition)	Effects an adjustment increase to custodial records as a result of physical inventory.
Z9L	(Same as Z8P)	Effects an adjustment decrease in custodial records as a result of physical inventory.

Note. All Z-- cards are used internally.

D-2. TYPE OF PHYSICAL INVENTORY CODES.

<u>Code</u>	<u>Type</u>	<u>Explanation</u>
A	Complete (scheduled)	An inventory of all items of an item manager if other services/agencies or a complete inventory of all Army-managed/owned items of a group of stock numbers identified as an inventory lot.
B	Sample (scheduled)	Statistical sampling inventory of a group of stock numbers identified as an inventory lot.
C	Special (scheduled)	An inventory of all condition codes of a specific stock number as a result of a specific requirement (a location audit, pre-procurement, or any other reason deemed appropriate by the item manager or stock control point).

Appendix D--Continued

<u>Code</u>	<u>Type</u>	<u>Explanation</u>
D	Special (scheduled)	An inventory of a specified condition code of a specific requirement (a location audit, pre-procurement, or any other reason deemed appropriate by the item manager or stock control point). Not to be initiated by AMC activities.
E	Spot (unscheduled)	An inventory conducted as a result of a partial or total materiel denial. All condition codes.
F	Spot (unscheduled)	An inventory conducted as a result of a partial or total materiel release denial. Specified condition code. Not to be initiated by AMC activities.
G	Selected item (unscheduled)	An inventory of all conditions of a specific requirement (validation of a back order) with insufficient time to include as a scheduled inventory. (Not used outside of AMC.)
I	Others (unscheduled, initiated by depots)	Physical inventory of all conditions of a specific stock number (e.g., stock found on post). Specific reason identified by management code. (Not used outside of AMC.)

D-3. INVENTORY MANAGEMENT CODES.

<u>Management code</u>	<u>DIC</u>	<u>Transmitted From-To</u>	<u>Explanation</u>
A	DKA	Storage activity to ASDA	Physical count subsequent to denial. This inventory is a result of materiel found subsequent to submission of a denial to the ASDA.

Appendix D--Continued

<u>Management code</u>	<u>DIC</u>	<u>Transmitted From-To</u>	<u>Explanation</u>
B	DJA	ASDA to storage activity	Count requested as a result of a zero balance record.
B	DKA	Storage activity to ASDA	Count accomplished.
B	BZB	Storage activity to ASDA	To report a zero balance on cus- todial records as the result of a scheduled inventory.
C	DKA	Storage activity to ASDA	Count accomplished as a result of previous inventory error.
D	DJA	ASDA to storage activity	Count requested for supply con- trol study.
D	DKA	Storage activity to ASDA	Count accomplished.
E	DKA	Storage activity to ASDA	Count accomplished as a result of reidentification, excluding rebuild, renovation, broadcast changes, or those directed by ASDA.
F	DKA	Storage activity to ASDA	Count accomplished. Stock found on post.
G	DKA	Storage activity to ASDA	Count accomplished. Denial pre- vented (e.g., new receipt shipped on high-priority issue).
H	DKA	Storage activity to ASDA	Count accomplished. Miscellaneous reasons (e.g., gain/loss revealed by location survey, multiowned item adjusted).
I	DKA	Storage Activity to ASDA	Count accomplished. Multi-owned item adjusted.
K	DJA	ASDA to storage activity	Count requested by serial number.

Appendix D--Continued

<u>Management code</u>	<u>DIC</u>	<u>Transmitted From-To</u>	<u>Explanation</u>
M	DJA	ASDA to storage activity	Recount requested.
M	DKA	Storage activity to ASDA	Recount provided.
Z	DJA	ASDA to storage activity	Exception data.
Z	DKA	Storage activity to ASDA	Exception data.

D-4. INVENTORY LOT NUMBERS. The first position of the three-position lot number will consist of the requester's owner code. (Ref AMCR 711-3.) For other services/agencies, the next two positions of the lot number will consist of two alphabetic characters (e.g., 1AA). Within AMC, the second two positions, the serial number, will be assigned by the requesting activity as follows:

<u>Serial numbers</u>	<u>Instructions</u>
01-69*	Assign to scheduled inventory lots except as shown below.
70-79*	Assign to scheduled inventory lots as a result of a location audit.
80-89*	Assign to quarterly sample causative research lots.
90-92*	Assign to semiannual causative research lots.
93-95	Assign to a special causative research or inventory lots which are required to meet ASDA requirements.
96-97*	For use by ASDA's for internal control of inter-service location audit reconciliations.

*Must revert to first serial number in the serial number range at the beginning of each fiscal year.

Appendix D--Continued

Serial
numbersInstructions

- 98** Assigned to the August location record audit.
- 99** Assigned to the February location record audit.

**To be used for reporting and reconciliation of the location audit only. Will not be used for scheduled special inventories as a result of a location audit.

D-5. ITEM DATA CORRECTION CODES. These codes are used in card column 7 of the storage item data correction card (DIC DZB) to indicate corrections required in the depot record as a result of a location record audit with another service/agency ASDA.

<u>Code</u>	<u>Title</u>	<u>Explanation</u>
1	Consolidation of stock numbers	Stock number in card columns 8 through 24 is to be consolidated with the stock number in card columns 27 through 43. Stock will be issued under the number in card columns 27 through 43.
2	Change of stock number	Stock number in card columns 8 through 24 has been changed to the stock number in card columns 27 through 43.
3	Change of shelf-life code	Shelf-life code for the stock number in card columns 8 through 24 has been changed. New shelf-life code is in card column 51.
4	Change of physical security/pilferage	Physical security/pilferage code for the stock number in card columns 8 through 24 has been changed. The new physical security/pilferage code is in card column 52.
5	Change of unit of issue	Unit of issue for the stock number in card columns 8 through 24 has been changed. The new unit of issue is in card columns 44 and 45 and the unit of issue conversion

Appendix D--Continued

<u>Code</u>	<u>Title</u>	<u>Explanation</u>
		factor is in card columns 46 through 50.
6	Multiple changes	Indicates multiple changes for the stock number in card columns 27 through 43.

D-6. REJECT ADVICE CODES. Used in transaction reject cards (DIC DZG) to advise other service/agency activities of rejected D-series documents.

<u>Code</u>	<u>Explanation</u>
AA	Document identifier code invalid.
AB	Submitted to incorrect inventory manager.
AC	Type inventory code invalid or blank.
AD	Stock number or part number unidentifiable.
AE	Quantity field invalid.
AF	Document number invalid.
AG	Ship-to address unidentifiable.
AH	Required signal code blank or invalid.
AJ	Required fund code blank or invalid.
AK	Ownership/purpose code blank or invalid.
AM	Condition code blank or invalid.
AP	Required management code blank or invalid.
AQ	Processing/count date blank or invalid.

Appendix E

REPORTS

	Paragraph	Page
Depot Quarterly Inventory Capability Report (RCS AMCSU-212) -----	E-1	E-3
Quarterly Inventory Priority Schedule (RCS AMCSU-213) -----	E-2	E-7
ASDA Report of Physical Inventory (RCS AMCSU-214) -----	E-3	E-11
AMC Depot Report of Supply Performance (RCS AMCSU-220) -----	E-4	E-14
Depot Record of Location Survey (RCS AMCSU-221) -----	E-5	E-20
ASDA Report of Location Audit Reconciliation (RCS AMCSU-222) -----	E-6	E-24
Investigation Request/Transaction History (AMC Form 1635) -----	E-7	E-28

Appendix E--Continued

E-1. DEPOT QUARTERLY INVENTORY CAPABILITY REPORT (RCS AMCSU-212). Instructions for preparing this report are as follows:

<u>Columns</u>	<u>Headings</u>	<u>Instructions</u>
--	DATE	Enter the date of preparation.
--	TO	Enter the mailing address of the recipient (ASDA or HQ, AMC).
--	FROM	Enter the mailing address of the preparing depot.
--	REPORT PERIOD	QUARTER--Enter the fiscal year (FY) quarter which applies. FY--Enter the FY which applies.
(a)	ASDA	Enter each accountable supply distribution activity (ASDA) for which stock is stored, if not preprinted on the form. (Ref note 1.)
--	TOTAL ITEMS STORED	Complete columns (b) through (d) as follows:
(b)	FSN (GS)	Enter the total number of general supply stock numbers stored for the ASDA. (Ref notes 1 and 3.)
(c)	FSN (AMMO)	Enter the total number of ammunition stock numbers stored for the ASDA. (Ref notes 1 and 3.)
(d)	LOC (AMMO)	Enter the total number of ammunition locations at the depot for each ASDA. (Ref notes 1 and 3.)
--	TOTAL INVENTORY REQUIREMENTS	Complete columns (e) through (g) as follows:
(e)	FSN (GS)	Enter the total number of general supply stock numbers which must be physically counted for the ASDA during the FY. (Ref notes 2 and 4.)
(f)	FSN (AMMO)	Enter the total number of ammunition stock numbers which must be physically counted for the ASDA during the FY. (Ref notes 2 and 4.)

Appendix E--Continued

<u>Columns</u>	<u>Headings</u>	<u>Instructions</u>
(g)	LOC (AMMO)	Enter the total number of ammunition locations which must be counted for the ASDA during the FY. (Ref notes 2 and 4.)
--	INVENTORY CAPABILITY	Complete columns (h) through (l) as follows:
(h)-(j)	SCHEDULED	<p><u>FSN's (GS)</u>--Enter the number of general supply stock numbers which can be counted during the quarter for each ASDA. Total inventory capability will normally be prorated among ASDA's. Capability for the FY will not exceed column (e).</p> <p><u>AMMO FSN</u>--Enter the number of ammunition stock numbers which can be counted during the quarter for each ASDA. Total inventory capability will normally be prorated among ASDA's. Capability for the FY will not exceed column (f).</p> <p><u>AMMO LOC</u>--Enter the average number of ammunition locations per stock number for the ASDA multiplied by column (i).</p>
(k)-(l)	UNSCHEDULED	<p><u>MO</u>--Enter the total number of general supply stock numbers and ammunition locations which can be counted during a month for each ASDA for unscheduled inventories. This will be one-third of the quarterly unscheduled inventory capability.</p> <p><u>QTR</u>--Enter the results of the total of columns (e) and (g) multiplied by .0125.</p>
(m)	TOTAL QUARTERLY CAPABILITY	Enter the sum of columns (h), (j), and (l).
--	TOTAL (line entry)	Enter the totals of columns (b) through (m).

Appendix E--Continued

Notes. 1. This will include entries for Defense Supply Centers, other services/agencies, depot property, the depot routing identifier code (RIC) for local inventories, and property disposal office (PDO).

2. Total requirements for the FY will be shown, even though part of the requirement has been completed in previous quarters. An estimate of inventories resulting from location record audits, failed sample lot recounts, and unscheduled (including local) inventory requirements will be included.

3. These data will be obtained from the inventory lot formation listings.

4. Requirements--

a. Total general supply requirements for Army ASDA's will be based upon inventory category codes (ICC's) as follows:

- (1) ICC's 1, 3, 6, 8, 0, and blank--100 percent.
- (2) ICC's 2 and 7--200 percent.
- (3) ICC's 4, 5, and 9--sample sizes for the largest lot size (app L) possible (up to 10,000) for the number of stock numbers in each of the three ICC's for the ASDA, or 100 percent if less than 91 stock numbers in the ICC.

b. Defense Supply Agency (DSA) and other service ASDA requirements will be based upon interservice agreements if firm data are available; otherwise, estimated requirements based upon the previous year's experience will be used.

c. Depot property and PDO requirements will be based upon regulatory requirements and numbers of items stored for those activities.

d. Local inventory requirements will be based upon estimated numbers of denials, zero balance location delete, location survey, logistic transfer, cataloging, and adjustment-related inventories required.

e. Total ammunition inventory requirements will be computed the same as for general supplies. They will also be expressed in locations for column (g) by multiplying the requirements expressed in stock numbers by the average number of ammunition locations per stock number shown on the inventory lot formation listing.

Appendix E--Continued

DEPOT QUARTERLY INVENTORY CAPABILITY REPORT (AMCR 740-17)										DATE 15 AUG 73		REPORT PERIOD QUARTER 2 FY 74		REPORTS CONTROL SYMBOL AMCSU 212	
To: Commander (ASDA or HQ)										FROM: Commander (Depot)					
ASDA	TOTAL ITEMS STORED			TOTAL INVENTORY REQUIREMENTS			INVENTORY CAPABILITY			TOTAL QUARTERLY CAPABILITY					
	FSN (GS) a	FSN (AMMO) c	LOC (AMMO) d	FSN (GS) e	FSN (AMMO) f	LOC (AMMO) g	FSN (GS) h	FSN (AMMO) i	LOC (AMMO) j	UNRECORDED MO k	UNRECORDED QTR l	m			
ARMCOM	10,000	2,000	9,500	3,800	1,200	6,000	1,068	317	1,667	41	123	2,858			
AVSCOM	8,000			4,000			1,067			17	50	1,117			
ECOM	30,000			10,000			2,834			42	125	2,959			
MICOM	3,000	900	9,000	800	600	6,000	2,700	167	1,667	28	84	4,451			
TACOM	28,000			12,000			3,334			50	150	3,484			
TROSCOM	3,800			2,000			600			8	25	625			
GMPC	2,500			1,800			534			8	23	557			
DEPOT	10,000			10,000			2,500			42	125	2,625			
LOCAL				8,000			2,000					2,000			
UNSC		100	1,000		100	1,000				4	13	13			
AF															
DGSC	500			100			100			1	2	102			
DESC	1,900			250			100			1	3	103			
TOTAL	97,700	3,000	19,500	52,750	1,900	13,000	16,837	484	3,334	242	723	20,894			
REMARKS															

Appendix E--Continued

E-2. QUARTERLY INVENTORY PRIORITY SCHEDULE (RCS AMCSU-213).

a. Instructions for completing this report are as follows:

<u>Columns</u>	<u>Headings</u>	<u>Instructions</u>
--	DATE	Enter the date of preparation.
--	REPORT PERIOD	Enter the quarter and FY covered by the report.
--	TO	Enter the name and address of the depot to which the report will be submitted.
--	FROM	Enter the name and address of the ASDA preparing the report.
a	CATEGORY	Enter the ICC applicable to the stock numbers included in the inventory lot.
b	LOT NUMBER	Enter the lot number assigned to the group of stock numbers which will be inventoried. The first position of the lot number will consist of the commodity management code designated in AR 711-5 except for ammunition inventory lots--B54 will use an "A" and B64 will use a "B." The last two positions of the lot number will be numerically assigned by depot location in accordance with paragraph D-4. (See note 1.)
c	TYPE INVENTORY	Enter the type of physical inventory code to indicate whether a complete or sample inventory is required.
d	LOT SIZE	Enter the appropriate number of stock numbers comprising the inventory lot.
e	BEGINNING STOCK NUMBER OR FSC	Enter the first stock number or Federal supply classification (FSC) from the range of stock numbers included in the inventory lot. (See notes 2 and 3.)

Appendix E--Continued

<u>Columns</u>	<u>Headings</u>	<u>Instructions</u>
f	ENDING STOCK NUMBER OR FSC	Enter the last stock number or FSC from the range of stock numbers included in the inventory lot. (See note 2.)
g	FSN's TO BE INVENTORIED	Enter the approximate number of stock numbers to be inventoried. This will be the same as column d for a complete inventory but will be derived from sampling tables for a sampling type inventory. The number of locations for ammunition will be shown as a parenthetical entry.
h	PROPOSED RECONCILIATION MONTH AND YEAR	Enter the month and year proposed for reconciliation control of each respective inventory lot. The actual month and year is contingent upon the completion of the inventory by the depot.

b. An explanation of how the inventory lots on the sample form (included in this appendix) were constructed, is as follows:

<u>Lot number</u>	<u>Explanation</u>
N01	Consists of 495 high-value, non-special interest items scheduled for a complete inventory (type C). As indicated, DJA requests have been furnished to the depot and the proposed reconciliation month is September 1973.
N02	Consists of 2,015 items owned by the ASDA preparing the report, but managed by other managers and scheduled for a statistical sampling inventory (type B).
A04	Consists of 113 ammunition stock numbers to be sampled. The number of ammunition stock numbers to be inventoried is determined by the use of the sampling table in appendix L. The estimated number of locations to be inventoried will be determined by multiplying the sample size by the average number of locations per stock number in the inventory category on the

Appendix E--Continued

<u>Lot number</u>	<u>Explanation</u>
	lot formation listing. This figure (ammunition locations) will be entered in the parentheses beside the sample size in column g, and will be included in the total at the end of the column.

c. The other lots on the sample form are similarly constructed based upon a combination of the ICC which will be entered in column a, and type physical inventory code (app D) which will be entered in column c.

d. The total number of column g must not exceed the total capability for scheduled inventories provided on the depot quarterly inventory capability report.

e. Complete inventory lots established for sample lots which failed will be annotated with an asterisk (*) in column b, next to the new lot number.

Notes. 1. Ammunition will be scheduled so that all assets for a Department of Defense identification code (DODIC) will be inventoried within one lot.

2. When a range of numbers is to be used, accomplish the following actions:

a. Enter the lowest FSC followed by the lowest DODIC and blanks in the "beginning number or FSC" column on the priority schedule.

b. Enter the highest FSC followed by the DODIC and 9's filled in the "ending stock number or FSC" column on the priority schedule.

3. When DJA cards are provided, prepare a DJA card for each Federal item identification number (FIIN). Enter the FSC and the FIIN, followed by the DODIC in each card.

Appendix E--Continued

QUARTERLY INVENTORY PRIORITY SCHEDULE (AMCR 740-17)				DATE 1 June 73		REPORT PERIOD QTR 1 FY 74		REPORTS CONTROL SYMBOL (AMCSU-313)	
TO: Commander (DEPOT)				FROM: Commander (ASDA)					
CATEGORY a	LOT NUMBER b	TYPE INVENTORY c	LOT SIZE (APPROX) d	BEGINNING STOCK NUMBER OR FSC e	ENDING STOCK NUMBER OR FSC f	FSN S TO BE INVENTORIED (APPROX) g	PROPOSED RECONCIL MONTH & YEAR h		
4	N02	B	2,015	1005-066-1319	3507-653-5240	125	SEP 73		
5	N03	B	3,000	7330	7330	125	OCT 73		
9	A04	B	113	1305-242-6755	1305-856-9754	20(200)	OCT 73		
EXAMPLE									
1	N01	C	495	DJA PHYSICAL INVENTORY REQUEST DOCUMENTS FURNISHED		495	SEP 73		
6	N05	A	475	1005-573-1601	6645-530-0960	475	OCT 73		
1	A06	A	30	1310	1315	30(300)	OCT 73		
REMARKS:						TOTAL	1,270		

PREVIOUS EDITIONS OF THIS FORM MAY BE USED

AMC FORM 1637
1 APR 74

Appendix E--Continued

E-3. ASDA REPORT OF PHYSICAL INVENTORY (RCS AMCSU-214).
Instructions for completing this report are as follows:

<u>Columns</u>	<u>Headings</u>	<u>Instructions</u>
--	REPORT PERIOD	Enter the quarter of the FY covered by the report.
--	TO	Enter as follows: Commander, US Army Materiel Command ATTN: AMCSU-I 5001 Eisenhower Ave Alexandria, VA 22304
--	FROM	Enter the activity submitting the report.
a	LOT NO.	Enter the lot numbers reconciled during the report period. For lots established to re-count failed sample lots, enter the lot number of the sample lot in parentheses below the new lot number. (Ref note 1.)
b	DEPOT	Enter the depots with which physical inventories were reconciled during the report period.
c.	TYPE INV	Enter the type of physical inventory code for general supply and ammo scheduled (type A, B, and C) and NICP/depot initiated unscheduled inventories (type E,G). Also enter all type I (depot initiated unscheduled inventories) which resulted in physical inventory adjustment to the accountable record.
d	ICC	Enter the ICC applicable to the stock numbers included in the lot.
e	LOT SIZE	Enter the number of stock numbers in the lot from the quarterly priority schedule. (Ref note 2.)
f	LOT DOLLAR VALUE	Enter the extended dollar value of the inventory lot as of the beginning of the reconciliation control period. (Ref note 2)

Appendix E--Continued

<u>Columns</u>	<u>Headings</u>	<u>Instructions</u>
	NO. OF ADJUSTMENTS	Adjustments reported will represent a true gain or loss of materiel. Offsetting differences between condition codes will not be reported.
g		<u>GAIN</u> --Enter the number or gain adjustments processed to accountable records. (Ref note 2.)
h		<u>LOSS</u> --Enter the number of loss adjustments processed to accountable records. (Ref note 2.)
i	NO. MAJOR VAR	Enter the number of major variances; the number of adjustments processed, other than between condition codes, with a dollar value of over \$200.
j	VALUE OF ADJUSTMENTS	<u>GAIN</u> --Enter the dollar value of gains (debits) processed to accountable records as a result of inventory reconciliation. (Ref note 2.)
k		<u>LOSS</u> --Enter the dollar value of adjustment losses (credits) processed to accountable records as a result of inventory reconciliation. (Ref note 2.)

Notes. 1. Only completed inventory lots (lots for which all adjustments have been made) which were completed during the report period will be included in the report. Corrections to previous reports will be made by one-line entries for each quarter affected showing the corrected total for the columns affected.

2. At the end of each report provide totals of columns e, f, g, h, i, j, and k for general supply scheduled (types A, B, and C) and unscheduled (types E, G, and I) inventories, and for ammunition scheduled and unscheduled inventories.

Appendix E--Continued

ASDA REPORT OF PHYSICAL INVENTORY (AMCR 740-17)						REPORT PERIOD.	REPORTS CONTROL SYMBOL AMCSU-214			
TO: Commander US Army Materiel Command ATTN: AMCSU-1 5001 Eisenhower Avenue Alexandria, VA 22304						FROM: COMMANDER (ASDA)				
LOT NO. (a)	DEPOT (b)	TYPE INV (c)	ICC (d)	LOT SIZE (e)	LOT DOLLAR VALUE (f)	NUMBER OF ADJUSTMENTS		NO. MAJOR VAR (i)	VALUE OF ADJUSTMENTS	
						GAIN (g)	LOSS (h)		GAIN (j)	LOSS (k)
N02	BK4	B	5	2,015	1,547,333	10	3	6	\$ 750	\$2,565
N01	BK4	A	1	495	56,270	8	6	3	1,478	265
A06	BKD	A	7	30	798,472	1	2	1	850	1,210
						19	11	10	3,078	4,040

EXHAUSTED

PREVIOUS EDITION MAY BE USED UNTIL EXHAUSTED

AMC FORM 1638
1 APR 74

Appendix E--Continued

E-4. AMC DEPOT REPORT OF SUPPLY PERFORMANCE (RCS AMCSU-220).
Used to report the monthly depot report of shipping performance to higher headquarters.

a. Part I--Materiel release orders (MRO's) for mission stocks--

(1) MRO's received during current month. The number of MRO's received at the depot during the month.

(2) Total number of denials. The total number of in-line and warehouse denials.

(3) Denial rate. The percent of materiel release denials (MRDs) is computed by dividing the "total number of denials" by "MRO's received during current month" and multiplying the quotient by 100.

(4) Automatic denials (in-line). The number of MRO's denied because of a "no record" condition or insufficient stock on the depot custodial record, including partial denials--

(a) On-time automatic denials. The number of in-line denials processed within established time frames. The time is measured from the time the MRO is received in the computer until the denial reentry card (DIC A6_) is received in the computer for processing.

(b) Late automatic denials. The number of in-line denials processed by the computer after the time frames have been exceeded.

(5) Warehouse denials. The number of denials that result from insufficient issuable materiel in location, including partial denials--

(a) On-time warehouse denials. The number of warehouse denials processed within established time frames. The time is measured from the time the DD Form 1348-1 (DOD Single Line Item Release/Receipt Document) is produced by the computer until the shipment planning and movement (SPAM) control card is received in the computer for processing.

(b) Late warehouse denials. The number of warehouse denials processed by the computer after the time frames have been exceeded.

Appendix E--Continued

(6) Percent of all denials processed on time. The percent of denials processed on time is computed by adding the number of on-time warehouse and in-line denials, dividing the result by the total number of denials, and then multiplying the quotient by 100.

b. Part II--Denial analysis (denial by management code)--

(1) Partial denials. The number of partial denials occurring during the month when a portion of the MRO quantity requested was denied and the balance of the MRO quantity was shipped.

(2) Denials by management code. Enter the number of denials categorized by management code. The number of denials occurring during the report period will be totaled by management codes 1 through 7, predicated on the reason for denial. This total should equal the totals indicated on lines 2A through 2G.

(3) Denials by management code, lines 2A through 2G, management codes 1 through 7. Self-explanatory by management code and line number. The number of denials occurring during the report period applicable to the reason for denial by management code.

(4) Other denials, line 2H. The number of denials during the report period which was other than management codes 1 through 7.

Appendix E--Continued

AMC DEPOT REPORT OF SUPPLY PERFORMANCE

PCS AMCSU-220

ARMY DEPOT

MAY 73 MAY 31 73

TO CHIEF

USAMC LOGISTIC SYSTEM SUPPORT AGENCY

CHAMBERSBURG PENNA. 172-1

CY FOR HQD USAMC ATTN: AMCDT-BS

AUTHORIZED SIGNATURE

PART I

MATERIAL RELEASE ORDERS FOR MISSION STOCKS

MANAGING ACTIVITY	ARMCON AMMO	ARMCON GEN SUP	TACOM	AVCON	ECOM	REC	WICOM AMMO	WICOM GEN SUP	ARMCON	OTHER ARMY	OSA	OTHER NON ARMY TOTAL
WROS RECEIVED	349	64	29293	1	11	11	44	6822	8053	109	2008	167 46952
CURRENT MONTH	7	9	4356	0	3	2	5	528	1059	0	180	41 6190
TP 1	70	11	7221	0	0	0	9	1322	1500	0	400	57 10603
TP 2	272	44	17716	1	8	2	30	4972	5494	109	1422	14 30159
TP 3												

TOTAL NUMBER	3	12	503		1		3	62	119	11	87	850
OF DENIALS												
TP 1	0	0	69	0	0	0	0	4	12	0	11	106
TP 2	0	1	67	0	0	0	0	27	22	0	23	151
TP 3	3	11	367	0	1	0	3	31	85	11	51	602

DENIAL RATE	0.060	16.750	1.717		9.091		6.818	0.009	1.478	10.092	4.333	1.830
TP 1			1.584					0.758	1.133		7.222	1.712
TP 2			0.928					2.042	1.477		5.665	1.424
TP 3	1.103	25.000	2.072		12.500		10.000	0.623	1.547	10.092	3.584	1.996

ON-LINE DENIAL			168					25	73	5	41	369
TP 1	0	0	36	0	0	0	0	0	7	0	11	62
TP 2	0	0	26	0	0	0	0	19	14	0	9	79
TP 3	0	0	106	0	0	0	0	6	52	5	21	228

ON TIME ON LINE DENIALS			65					23	44	3	10	146
TP 1	0	0	1	0	0	0	0	0	0	0	0	1
TP 2	0	0	12	0	0	0	0	17	10	0	3	47
TP 3	0	0	52	0	0	0	0	6	34	3	7	138

LATE ON LINE DENIALS			103					2	29	2	31	183
TP 1	0	0	35	0	0	0	0	0	7	0	11	61
TP 2	0	0	14	0	0	0	0	0	2	0	4	32
TP 3	0	0	54	0	0	0	0	0	18	2	14	90

Appendix E--Continued

MAMGTIME	ABRCON	ABRCON	NICOM	NICOM	OT-ER	OT-EP
WIDE DENIALS	3	12	325	3	46	46
TP 1	0	0	13	0	5	2
TP 2	0	1	41	0	0	0
TP 3	3	11	251	0	33	30
						1
						490
						44
						72
						374
ON TIME WIDE DENIALS	1	5		1	2	
TP 1	0	0	0	0	0	0
TP 2	0	0	0	0	0	0
TP 3	1	0	5	1	0	2
						11
LATE WIDE DENIAL	2	12	330	2	46	44
TP 1	0	0	33	0	5	2
TP 2	0	1	41	0	0	0
TP 3	2	11	256	0	33	24
						1
						479
						44
						72
						363
PERCENT ALL DENIS ON TIME	33-333	13-917		33-333	36-975	13-793
TP 1		1-440				70-690
TP 2		17-910				22-514
TP 3	33-333	15-531				0-943
						45-455
						31-126
						17-667
						92-308
						26-751

Appendix E--Continued

[illegible]

Appendix E--Continued

MANAGING ACTIVITY	ARMCOM AMMO	ARMCOM GEN SUP	TACOM	AVCOM	ECON	MEC	MICOM AMMO	MICOM GEN SUP	ARMCOM	OTHER ARMY	DSA	OTHER NON ARMY	TOTAL
CDE 6 NO									14	2	2	43	61
RECORD FSN													
TP 1	0	0	0	0	0	0	0	0	1	0	0	8	9
TP 2	0	0	0	0	0	0	0	0	2	0	0	7	9
TP 3	0	0	0	0	0	0	0	0	11	2	2	24	43
CDE 7 ZERO BAL			52						21			10	99
TP 1	0	0	10	0	0	0	0	0	1	0	0	0	11
TP 2	0	0	18	0	0	0	0	0	4	0	0	3	21
TP 3	0	0	32	0	0	0	0	2	16	0	2	7	59

Appendix E--Continued

E-5. DEPOT RECORD OF LOCATION SURVEY (RCS AMCSU-221).
Instructions for completing this form are as follows:

<u>Block</u>	<u>Headings</u>	<u>Instructions</u>
a	MATERIEL CATEGORY	Enter "AMMUNITION" or "OTHER."
--	TO	Enter: Commander US Army Materiel Command ATTN: AMCSU-I 5001 Eisenhower Ave Alexandria, VA 22304
--	FROM	Enter the address of the depot preparing the report.
--	DATE PREPARED	Enter the date of preparation.

<u>Columns</u>	<u>Headings</u>	<u>Instructions</u>
b	LOC LOT NO.	Location lot number--Leave blank.
c	TYPE SURVEY	Enter one of the following: S--Sample. C--Complete. N--None.
d	LOT SIZE	Enter the total number of loca- tions assigned to the location survey lot.
e	LOCATIONS SURVEYED	Enter the total number of loca- tions surveyed during the report- ing period.
f	NO. LOCS WITH VARIANCES	Enter the number of locations that have reportable variances (in h, i, j, k, m, o, or p).

the accuracy level deter-
for the location survey

$$\frac{(\text{colm f})}{(\text{colm e})} \times 100$$

the columns h through p
follows;

Appendix E--Continued

<u>Columns</u>	<u>Headings</u>	<u>Instructions</u>
h	ESTAB/ADDS	Enter the total number of locations established or additions processed to the location records coincident to the location survey. If the stock number of the recorded data and actual assets differ, the error will be classified as a location established action only.
i	DELETE/KILLED	Enter the total number of location deletions or kills processed to the location record.
j	MIXED STOCK	Enter the total number of locations where mixed stock was discovered.
k	COND CODE	Enter the total number of locations where wrong condition codes were discovered.
l	PHYSICAL SECURITY/ PILFERAGE CODE	Enter the total number of locations where physical security/pilferage code errors were discovered.
m	U/I	Enter the total number of locations where unit of issue errors were discovered.
n	SHELF-LIFE CODE	Enter the total number of locations where shelf-life code errors were discovered. Leave blank for ammunition items.
o	UNIDENT STK	Enter the total number of locations where unidentified stock was discovered.
p	LOT NO.	Enter the total number of locations where ammunition lot number errors were discovered. Leave blank for other than ammunition items.

Appendix E--Continued

<u>Columns</u>	<u>Headings</u>	<u>Instructions</u>
q	TOTAL VARIANCES	Enter the total number of variances (sum of colm h-p) for the lot.

Note. On the bottom line, enter the totals for columns d through f, and h through q. Under column g, enter the depot accuracy level, computed as follows:

$$100 - \frac{(\text{total of colm f})}{(\text{total of colm e})} \times 100)$$

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Appendix E--Continued

E-6. ASDA REPORT OF LOCATION AUDIT RECONCILIATION (RCS AMCSU-222). Instructions for completing this form are as follows:

<u>Columns</u>	<u>Headings</u>	<u>Instructions</u>
--	DATE	Enter the date of preparation.
--	MATERIEL CATEGORY	Enter "AMMUNITION" or "OTHER," and complete or progressive.
--	TO	Enter: Commander US Army Materiel Command ATTN: AMCSU-I 5001 Eisenhower Ave. Alexandria, VA 22304
--	FROM	Enter the address of the ASDA preparing the report.
a	DEPOT RIC	Enter the depot RIC.
b	NO. OF RECORDS AUDITED	Enter the total number of records audited, by depot. (Ref note 1.)
c	NO. OF FSN'S AUDITED	Enter the total number of FSN's audited, by depot. This includes stock numbers reported by the depot but not on the ASDA record, plus stock numbers on the ASDA record but not reported by the depot, plus those stock numbers on both records.
d	NO. OF FSN'S WITH VARIANCES	Enter the total number of stock numbers with variances (based on one error per stock number). ICC errors will not be included in this figure.
e	ACCURACY LEVEL FOR DEPOT	Enter the accuracy level (percent) determined for the depot audited, computed as follows: $100 - \frac{(\text{stock numbers w/variances})}{(\text{stock numbers audited})} \times 100$
--	REPORTABLE VARIANCES	Complete columns f through n as follows:

Appendix E--Continued

<u>Columns</u>	<u>Headings</u>	<u>Instructions</u>
f	NO ASDA RECORD	Enter the total number of depot records for which there were no corresponding ASDA records. (Ref notes 1 and 2.)
g	NO DEPOT RECORD	Enter the total number of ASDA records for which there were no corresponding depot records. (Ref notes 1 and 2.)
h	PSC CODE	Enter the total number of physical security/pilferage code variances. (Ref note 3.)
i	FSN'S RQR RE-IDENT	Enter the total number of records with stock numbers requiring re-identification. (Ref note 1.)
j	FSN CHANGES	Enter the total number of records with stock number changes required. (Ref note 1.)
k	UNIT OF ISSUE	Enter the total number of unit of issue variances. (Ref note 1.)
l	SHELF LIFE	Enter the total number of shelf-life code variances. (Ref note 3.)
m	ITEM MGR	Enter the total number of item manager variances. (Ref note 1.)
n	ICC	Enter the total number of ICC variances. (Ref. note 3.)
o	TOTAL VARIANCES	Enter the total number of variances--the total of columns f through n. (Ref note 1.)
--	TOTALS	Enter the totals of columns b through d and f through o.
--	%	Enter the accuracy level (percent) for the ASDA computed as follows: $100 - \frac{(\text{Total of column d})}{(\text{Total of column c})} \times 100$

Appendix E--Continued

Notes. 1. This is a count of records, not FSN's. If a given FSN has two condition codes involved, the count would be "2."

2. If both depot and ASDA records show an FSN but the condition codes differ, both columns f and g will contain entries. For example--if the depot record shows condition codes A and B and the ASDA record shows condition codes F and K, column f would read "2" and column g would read "2."

3. Physical security/pilferage code, shelf-life code, and ICC errors will be included in total variances (colm o), but a stock number will not be considered to have a variance (colm d) if these are the only errors.

Appendix E--Continued

E-7. INVESTIGATION REQUEST/TRANSACTION HISTORY (AMC FORM 1635). a. Used by depots and ASDA's to request transaction history.

b. Transaction histories required in investigating inventory discrepancies are accomplished by manual or mechanical methods.

c. This form is the standard media to be used in preparing requests. When transaction histories are prepared manually, this form will also serve as a medium for recording transaction history and other inventory data.

d. This two-page report is divided into sections and the sections are divided into blocks and columns.

SECTION A. INVESTIGATION REQUEST.

<u>Blocks</u>	<u>Headings</u>	<u>Instructions</u>
1	FSN	Enter the Federal stock number (FSN) or part number of the item.
2	U/I	Enter the standard two-letter abbreviation for the unit of issue.
3	U/P	Enter the unit price of the item.
4	ACCOUNTABLE RI	Enter the RIC of the accountable activity.
5	STORAGE RI	Enter the RIC of the storage activity.
6	NOMENCLATURE	Enter the item nomenclature.
7	PHYS SCTY CLASS	Enter the physical security/pilferage code of the item.
8	SPECIAL CONTROL ITEM CODE	Enter the code designation as "Controlled" or "Sensitive" (or combinations thereof).
9	REFERENCE	Enter the document number associated with adjustment, report of survey, or MATRD. Enter other specific data to indicate the purpose of the request.

Appendix E--Continued

<u>Blocks</u>	<u>Headings</u>	<u>Instructions</u>
11	ASSET AVAILABILITY/COUNT DATA--	
<u>Colm</u>	<u>Headings</u>	<u>Instructions</u>
a	O/P	Enter the ownership/purpose (O/P) code associated with the balance on hand (BOH) when balances are segmented in this manner.
b	COND	Enter the condition code associated with the BOH.
c	DOLA	Enter the date of last activity (DOLA) associated with the BOH. When DOLA's are maintained only for the condition code or for the stock number, enter the DOLA only once for the condition code or for the stock number.
d	DOLI	Enter the date of last inventory (DOLI) of the item. When DOLI's are maintained by condition code, enter the DOLI for each condition code.
e	BAL ON HAND	Enter the BOH for the condition code associated with the O/P code. When balances are not segmented by the O/P code, enter the BOH for the condition code.
f	PHYSICAL COUNT	Enter the physical count recorded for the condition code.
g	DIFFERENCE	Enter the difference between the BOH and the physical count for a condition code (the sum of all O/P codes represented in the count), followed by a plus (+) or minus (-) sign, as applicable, to indicate an inventory gain or loss.
h	DIFFERENCE \$ VALUE	Enter the computed dollar value of the difference quantity (the difference quantity multiplied by the unit price).

Appendix E--Continued

Note. In the unmarked space on this form, enter any remarks of an explanatory nature that have been developed during the course of the investigation.

<u>Blocks</u>	<u>Headings</u>	<u>Instructions</u>
12	REQUESTED BY:	The requester will sign in this space.
13	DATE	The requester will enter the date of the request in this space.

SECTION B. TRANSACTION HISTORY.

<u>Blocks</u>	<u>Headings</u>	<u>Instructions</u>
14	TRANSACTION DATE	Enter the Julian date from the transaction register on which the transaction occurred starting with the DOLA for the condition code and, when applicable, the O/P code.
15	DOCUMENT NUMBER	Enter the document number for the transaction register.
16	CODES--	
<u>Colm</u>	<u>Headings</u>	<u>Instructions</u>
a	O/P	Enter the O/P code associated with the transaction. When transactions recorded on the form are confined to a single O/P code, make the entry only once.
b	COND	Enter the condition code associated with the transaction. When transactions recorded on the form are confined to a single condition code, make the entry only once.
c	DI	Enter the document identifier code for the transaction from the transaction register.
d	MGMT	Enter the appropriate management code for the transaction from the transaction register, where indicated.

Appendix E--Continued

<u>Block</u>	<u>Headings</u>	<u>Instructions</u>
17	QUANTITY--	
<u>Colm</u>	<u>Headings</u>	<u>Instructions</u>
a	DEBIT (+)	Enter the quantity from the transaction register when it is a debit transaction.
b	CREDIT (-)	Enter the quantity from the transaction register when it is a credit transaction.
c	CLOSING BALANCE	Enter the closing balances from the transaction register. When multiple transactions occur on a single date only, enter the final closing balance for a given condition code within the O/P code.
<u>Block</u>	<u>Headings</u>	<u>Instructions</u>
18	REVERSAL	Enter "X" for any transaction which is a reversal of a previously posted transaction.
19	FSN	Enter the FSN or part number of the item.
20	STORAGE RI	Enter the RIC of the storage activity.
21	PREPARED BY:	The preparing official will sign in this space.
22	DATE	The preparing official will enter the date on which the transaction history is prepared.

Appendix E--Continued

[illegible]

(REVERSE OF AMC FORM 1635)

Appendix F

QUALITY CONTROL CHECKS

	<u>Paragraph</u>	<u>Page</u>
Receipt documentation (depot) -----	F-1	F-3
Location survey (depot) -----	F-2	F-4
Location record audit corrections (depot) --	F-3	F-5
Location input (depot) -----	F-4	F-6
Physical inventory counts (depot) -----	F-5	F-7
Adjustments (depot and ASDA) -----	F-6	F-9
Rejects (depot and ASDA) -----	F-7	F-9
Keypunch (depot and ASDA) -----	F-8	F-10
Forwarding (depot and ASDA) -----	F-9	F-11
Location record audit (ASDA) -----	F-10	F-12
Catalog changes (ASDA) -----	F-11	F-13
Receipt and issue posting (ASDA) -----	F-12	F-14
Program changes (depot and ASDA) -----	F-13	F-15
Gausative Research (ASDA)-----	F-14	F-16
Material Release Denials (depots)-----	F-15	F-18

Appendix F--Continued

F-1. Receipt documentation (depot). a. Purpose. To determine the accuracy of depot receipt documentation, compliance with appropriate procedures and directives, posting of receipts to custodial records, and types of errors encountered.

b. Specifics to be sampled. Materiel receipt documents--

(1) DD Form 250 (Materiel Inspection and Receiving Report).

(2) DD Form 1155 (Order for Supplies or Services/Request for Quotation).

(3) DD Form 1348-1 (DOD Single Line Item Release/Receipt Document).

c. Point of sampling. Where materiel receipt documents and materiel receipt cards (DIC's D4_/D6_) are available.

d. Lot size. All materiel receipt documents processed during the period.

e. Sampling frequency. Weekly.

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

h. Inspection characteristics.

(1) Materiel receipt card not prepared.

(2) Materiel receipt card incomplete or incorrectly prepared as compared to the source document.

(3) Receipt not posted to the depot custodial record.

i. Procedures.

(1) Materiel receipt documents processed during the week will form the lot.

(2) Select a random sample of documents and compare these to the materiel receipt card prepared.

(3) Check the depot transaction history file to insure that the receipt has been posted.

Appendix F--Continued

(4) If the number of errors revealed equals the rejection number on the sampling table, verify the entire lot.

F-2. Location survey (depot). a. Purpose. To determine compliance with procedures and directives pertaining to the conduct of location surveys.

b. Specifics to be sampled.

- (1) Location survey control listings.
- (2) Location file.
- (3) Materiel in location.

c. Point of sampling.

- (1) Locations in the warehouse or ammunition site.
- (2) Location file.

d. Lot size.

- (1) Complete location surveys include--
 - (a) All locations.
 - (b) All location survey work cards and planographs.
 - (c) Complete location file.
- (2) For sample location surveys the lot size will be the sample chosen for the survey.

e. Sampling frequency. Semiannually, during location surveys.

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

h. Inspection characteristics.

- (1) Location record, no stock.
- (2) Stock in location, no location record.
- (3) Data mismatch, between data on record and data on stock, of the following elements:

Appendix F--Continued

- (a) Unit of issue.
- (b) Condition code.
- (c) Stock number.
- (d) Shelf-life code (general supplies only).
- (e) Physical security/pilferage code.
- (f) Lot number (ammunition only).

i. Procedures.

(1) Select random samples from the location file, the location survey work cards or planographs prepared, and the locations in the warehouse or ammunition site. If the survey is a sample, the quality control check lot will be that sample and a random sample selected for verification.

(2) Compare the location file and the stock in location for agreement (h(1) and (2) above).

(3) Compare the MDR (master data record) and the stock in location for agreement (h(3) above).

(4) Check location survey work cards and planographs to see that all cards and planographs were prepared and that the cards were properly completed.

(5) If the number of errors revealed equals the rejection number on the sampling table, verify the entire lot.

F-3. Location record audit corrections (depot). a. Purpose.
To determine the completeness of location record audit corrections.

b. Specifics to be sampled. DA Form 2510 (Storage Item Data Change Document) (DIC BM6).

c. Point of sampling. The deck of BM6 cards received from accountable supply distribution activities (ASDA's), stock in location, and the MDR.

d. Lot size. The number of BM6 cards received from ASDA's.

e. Sampling frequency. Semiannually, after audit corrections have been made.

f. Sampling table. Appendix M.

Appendix F--Continued

g. Acceptable accuracy rate. The acceptance number from the sampling table.

h. Inspection characteristics.

- (1) Error correction not made to the MDR,
- (2) Error correction not made on stock in location.
- (3) Error correction does not agree with the Army Master Data File (AMDF).

i. Procedures.

- (1) After error correction, select a random sample.
- (2) Compare stock in location, the MDR, and the AMDF for agreement.
- (3) If the number of errors revealed equals the rejection number on the sampling table, verify the entire lot.

F-4. Location input (depot). a. Purpose. To determine the accuracy of changes posted to the depot location file as a result of receipts, issues, catalog changes, and major rewarehousing projects.

b. Specifics to be sampled. All changes to the location file⁸ and catalog changes made by the AMDF update.

c. Point of sampling. At the location and at the general supply central stock location file and/or the ammunition storage planning activity file of changes to the location system.

d. Lot size. All location and catalog change actions.

e. Sampling frequency. Daily.

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

⁸ For general supply, this will include document identifier codes (DIC's) ZNA, ZNC, ZND, ZNE, and ZN8. For ammunition, this will include DIC's ZAA, ZAB, ZAE, ZAF, ZAH, ZAJ, ZAK, ZAM, ZAR, ZAX, ZA4, ZMG, ZSK, Z8P, Z9L, Z9Y, and Z9Z.

Appendix F--Continued

h. Inspection characteristics.

- (1) Change not processed to the location file.²
- (2) Change not accomplished at the location.
- (3) Wrong stock number at the location.
- (4) Stock not stored at the location.
- (5) Incompatible unit of issue.
- (6) Condition code improper.
- (7) Physical security/pilferage code variance.
- (8) Shelf-life code variance.

i. Procedures.

(1) Establish a central file of changes to the location file. File changes in monthly calendar day sequence to be used for quality control checks after being processed to the location file.

(2) Select a random sample from the lot on a daily basis, equally representing each category of change.

(3) Random sample a lot of catalog changes on a monthly basis after changes resulting from the AMDF update have been made to the stock in location and the depot record.

(4) If the number of errors revealed equals the rejection number on the sampling table, verify the entire lot.

(5) When the quality control evaluation is complete for a lot, dispose of all documents in the lot.

F-5. Physical inventory counts (depot). a. Purpose. To validate the accuracy of physical inventory counts.

b. Specifics to be sampled. Inventory count cards (DA Form 2000, Inventory/Location Survey Work Card).

²Unposted delete actions should not be counted as an error if a DX, 1S, or 6A reject has been received.

Appendix F--Continued

c. Point of sampling. At the location in the warehouse and where inventory count cards are available.

d. Lot size. The number of physical inventory counts accomplished during the period.

e. Sampling frequency. Weekly (quality check must be accomplished immediately after the count being verified).

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

h. Inspection characteristics.

- (1) Quantity.
- (2) Stock number and lot number (ammunition).
- (3) Location.
- (4) Condition code.
- (5) Unit of issue.
- (6) Physical security/pilferage code.
- (7) Ownership (ammunition).
- (8) Shelf-life code.

i. Procedures.

(1) Select a random sample from the physical inventory counts accomplished during the week.

(2) Accomplish the quality check immediately after the initial count to preclude intervening actions at the location.

Note. The quality check will not represent a second or third count for inventory purposes.

(3) Compare the data on the inventory count card with the stock in location.

(4) If the number of errors revealed equals the rejection number on the sampling table, verify the entire lot.

Appendix F--Continued

F-6. Adjustments (depot and ASDA). a. Purpose. To determine the accuracy and completeness of data input for custodial/accountable record adjustments.

b. Specifics to be sampled. All adjustments (DIC's D8_, D9_, DAC, Z8P, and Z9L).

c. Point of sampling. The file of completed adjustments.

d. Lot size. The number of adjustments processed during the period.

e. Sampling frequency. Weekly.

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

h. Inspection characteristics.

(1) Adjustment not processed to the transaction history file.

(2) Incorrect adjustment made.

(3) Adjustment incorrectly coded.

i. Procedures.

(1) Select a random sample from the adjustments processed during the week, equally representing each type of adjustment.

(2) Compare adjustments to count cards or reconciliation discrepancy listing, the transaction history file, and source documents.

(3) If the number of errors revealed equals the rejection number from the sampling table, verify the entire lot.

Note. This quality control check does not represent causative research at the ASDA.

F-7. Rejects (depot and ASDA). a. Purpose. To determine the accuracy of reject correction and reentry.

b. Specifics to be sampled. Receipt, issue, adjustment, denial, materiel release confirmation (MRC), and cancellation rejects.

Appendix F--Continued

c. Point of sampling. Where rejects are processed, after correction has been reentered.

d. Lot size. The number of rejects processed during the period.

e. Sampling frequency. Weekly.

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

h. Inspection characteristics.

- (1) Reentry document not posted to the record.
- (2) Reentry document posted to the record incorrectly.
- (3) Reentry document not posted in a timely manner.

i. Procedures.

(1) Select a random sample from the lot equally representing each type of reject.

(2) Compare reject card with the transaction file.

(3) If the number of errors revealed equals the rejection number from the sampling table, verify the entire lot.

(4) When the quality control evaluation is complete for a lot, dispose of all reject cards in the lot.

F-8. Key punch (depot and ASDA). a. Purpose. To verify the accuracy and completeness of keypunched cards which are processed to custodial/accountable records.

b. Specifics to be sampled. Receipt, denial, issue, and adjustment documents, location changes, inventory count cards, and materiel release order (MRO) closeout cards.

c. Point of sampling. At the keypunch activity while source documents are available.

d. Lot size. Lots will be batches of keypunched cards.

e. Sampling frequency. Weekly.

Appendix F--Continued

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

h. Inspection characteristics.

- (1) Source document not keypunched.
- (2) Source document incorrectly keypunched.
- (3) Source document illegible.

i. Procedures.

(1) This quality control check may be accomplished by keypunch verification.

(2) If the check is performed manually, select a random sample from a batch of source documents. Several batches will be selected and sampled during each quality check.

(3) Compare source documents to keypunched card.

(4) If the number of errors revealed equals the rejection number from the sampling table, verify the entire lot.

F-9. Forwarding (depot and ASDA). a. Purpose. To assure that all documentation forwarded from the depot is sent accurately, completely, and only once.

b. Specifics to be sampled. Batches of cards transceived.

c. Point of sampling. Where documents are dispatched (communications center) and log books are maintained.

d. Lot size. The number of batches transceived during the period.

e. Sampling frequency. Weekly.

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

Appendix F--Continued

h. Inspection characteristics.

- (1) Input batch number does not match a number on the output log.
- (2) Input batch number appears twice on the output log.
- (3) Batch was not routed to the correct address.

i. Procedures.

- (1) Select a random sample of batches from the input register since the last quality check.
- (2) Select sample batch numbers from the input register and match against the numbers listed in the output register.
- (3) If the number of errors revealed equals the rejection number from the sampling table, verify the entire lot.

F-10. Location record audit (ASDA). a. Purpose. To determine the accuracy of the semiannual location record audit corrections.

b. Specifics to be sampled. Location record audit mismatches.

c. Point of sampling. Where a listing of audit mismatches is available (DJA's and CQE's).

d. Lot size. The number of location record audit mismatches for the period.

e. Sampling frequency. Semiannually, after the audit has been completed and corrections made.

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

h. Inspection characteristics.

- (1) No action taken to resolve the mismatch.
- (2) Incorrect action taken to resolve the mismatch.
- (3) Automatic adjustment under \$25 not made.

Appendix F--Continued

(4) Inventory not requested when appropriate.

(5) No action taken to establish item on the AMDF when item is an Army interest item and a "no record" response is received from the US Army Catalog Data Agency (USACDA).

(6) No action taken to update the AMDF, when appropriate.

i. Procedures.

(1) Select a random sample of stock numbers from the list of location record audit mismatches.

(2) Compare depot, ASDA, and AMDF information to determine the correct data and to determine what action is required.

(3) Check the ASDA transaction history file, and other files, to determine what action has been taken.

(4) If the number of errors revealed equals the rejection number from the sampling table, verify the entire lot.

F-11. Catalog changes (ASDA). a. Purpose. To determine the accuracy and timeliness of catalog change posting.

b. Specifics to be sampled. Changes broadcast by the USACDA.

c. Point of sampling. The catalog changes and the ASDA MDR.

d. Lot size. The number of changes broadcast which affect the ASDA MDR.

e. Sampling frequency. Monthly.

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

h. Inspection characteristics.

(1) Catalog change not posted to the MDR.

(2) Incorrect catalog data posted to the MDR.

(3) Catalog change made prior to the effective date.

(4) Incorrect catalog change data provided to the USACDA.

Appendix F--Continued

i. Procedures.

(1) Select a random sample from the stock numbers affected by the AMDF update.

(2) Compare catalog change data to the MDR.

(3) If the number of errors revealed equals the rejection number from the sampling table, verify the entire lot.

F-12. Receipt and issue posting (ASDA). a. Purpose. To determine the accuracy of posting of receipt and issue transactions.

b. Specifics to be sampled. All receipt (DIC's D4_/D6_) and issue (DIC A5_) documents.

c. Point of sampling. Listing of receipt documents trans-
ceived from depots (input), listing of issue documents trans-
ceived to depots, and control register of telephoned MRO's.

d. Lot size. All receipt and issue actions during the period.

e. Sampling frequency. Weekly.

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

h. Inspection characteristics.

(1) Document not posted to the record.

(2) Document posted to the record incorrectly.

(3) Document not posted within UMMIPS (Uniform Materiel Movement and Issue Priority System) time frame.

(4) Document posted to the record more than once, in error.

i. Procedures.

(1) Select a random sample from the lot equally represent-
ing each type of transaction.

Appendix F--Continued

(2) Compare the document with the accountable record.

(3) If the number of errors revealed equals the rejection number from the sampling table, verify the entire lot.

F-13. Program changes (depot and ASDA). a. Purpose. To assure that all ADP programs or program changes are tested and approved prior to implementation.

b. Specifics to be sampled. All new programs and program changes.

c. Point of sampling. Functional area impacted by the program.

d. Lot size. Each new program or changed program will constitute a lot.

e. Sample frequency. As required.

f. Sampling table. None.

g. Acceptable accuracy rate. One-hundred percent.

h. Inspection characteristics.

(1) Test not performed.

(2) Test not reviewed and approved by the functional element (computer customer).

(3) Program or program change does not perform the function for which it was designed.

i. Procedures.

(1) The functional element will prepare or review and approve test data.

(2) The functional element will review and approve test results.

(3) If an error is revealed, make appropriate changes and retest the program prior to implementation.

Note. This quality check does not apply to program changes which have no functional impact (i.e., the product produced after the change is identical to the product produced prior to the change).

Appendix F--Continued

F-14. Causative Research (ASDA). a. Purpose. To determine the accuracy, timeliness, and completeness of causative research and adjustment reversal actions where appropriate.

b. Specific to be sampled. Causative research actions for adjustments resulting from physical inventories and materiel release denials.

c. Point of sampling. The file of completed causative research actions.

d. Lot size. The number of causative research actions completed during the period.

e. Sampling frequency. Monthly.

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

h. Inspection characteristics.

(1) Causative research not adequate to determine error cause.

(2) Corrective action not initiated to preclude error recurrence.

(3) Adjustment document not reversed, if within 90 days of adjustment action.

(4) Adjustment document reversed which was in excess of 90 days after adjustment.

(5) Erroneous cause identified.

1. Procedures. (1) Select a random sample from the file of causative research actions completed during the month.

(2) Compare error cause assigned with transaction histories and/or other data which is required to determine whether or not the correct error cause was assigned.

(3) Verify that adjustments which occurred within 90 days are reversed, where appropriate.

(4) Verify that corrective action has been initiated to preclude the same error from occurring in the future.

Appendix F--Continued

(5) If the number of research actions with error exceeds the acceptance number from the sampling table, verify the entire lot.

F-15. Materiel release denials (depot). a. Purpose. To determine the accuracy and completeness of denial research and processing.

b. Specifics to be sampled. All materiel release denials (other than those management code 6 and 7 denials automatically processed by the computer) processed.

c. Point of sampling. Where the decision to deny the MRO is made.

d. Lot size. The number of materiel release denials processed during the period.

e. Sampling frequency. Weekly (monthly at depots where there were fewer than 100 denials processed during the previous month.)

f. Sampling table. Appendix M.

g. Acceptable accuracy rate. The acceptance number from the sampling table.

h. Inspection characteristics. (1) Denial processed when stock was on-hand in condition requested.

(2) Incorrect denial management code entered on the denial.

(3) Denial not processed within time frame authorized (see paragraph 1-3aa).

(4) Incorrect denial cause code entered on the denial cause register.

i. Procedures. (1) Select a random sample from the denial cause register.

(2) Verify, through a check of recorded assets and recorded locations that there were no assets to satisfy the MRO at the time the denial was processed.

(3) Verify that the management code assigned to the denial was correct by a check of the MRO history and asset position.

(4) Verify on-time denial processing as follows:

AMCR 740-17
F-151(4)(a)

(a) Warehouse denials - compare the "Date-Stg" and the "date denied" on the MRO history file and consider the denial as late if the time is in excess of established processing time frames.

(b) In-line denials - compare the "Date/time-Rec" and the "Date Denied" on the MRO history file and consider late if the time exceeds the established processing time frames by more than two days.

(5) Verify, in conjunction with above research, that the data entered on the denial cause register is accurate.

(6) Verify that corrective actions have been initiated to reduce or eliminate the most frequent error causes in the future.

Appendix G

REGISTERS

	Paragraph	Page
Depot Inventory Control Register (AMC Form 2066-R) -----	G-1	G-3
ASDA Scheduled Inventory Control Register (AMC Form 2067-R) -----	G-2	G-8
ASDA Unscheduled Inventory Control Register (AMC Form 2068-R) -----	G-3	G-13
Error Cause Register (AMCR Form 2069-R) -----	G-4	G-15
Depot Denial Cause Register and Summary -----	G-5	G-18
ASDA Denial Register -----	G-6	G-22

Appendix G--Continued

G-1. DEPOT INVENTORY CONTROL REGISTER (AMC FORM 2066-R).
Used by depots to record scheduled inventory lots, to maintain statistics for these lots, and to maintain control of the status of the fiscal year (FY) inventory program.

a. Complete the front of the form as follows:

<u>Headings</u>	<u>Instructions</u>
LOT NO.	Enter the number of the inventory lot from the quarterly priority schedule.
TIC	Enter the type of physical inventory code applicable.
ICC	Enter the inventory category code (ICC) applicable.
LOT SIZE	Enter the number of stock numbers in the lot.
SAMPLE SIZE	Enter the sample size for the lot when applicable.
RANGE OF STOCK NUMBERS	<u>BEGINNING</u> --Enter the first (lowest) stock number in the lot. <u>ENDING</u> --Enter the last (highest) stock number in the lot.
INCR	Enter the increment number of the counts which have been requested.
CNT DATE	Enter the scheduled count date for the lot.
1ST CNTS	Enter the number of first count cards processed.
DATE ASGD	Enter the date on which first count cards were distributed to counters.
DATE COMPL	Enter the date on which first counts were completed.
2D CNT	Enter the number of second count cards processed.
DATE ASGD	Enter the date on which second count cards were distributed to counters.

Appendix G--Continued

<u>Headings</u>	<u>Instructions</u>
DATE COMPL	Enter the date on which second counts were completed.

b. Complete the back of the form as follows:

<u>Headings</u>	<u>Instructions</u>
LOT NO.	Enter the number of the inventory lot, from the first column. (See note.)
3D CNT	Enter the number of third count cards processed.
NO. DSCRPT	Enter the number of stock numbers with differences between counts and custodial balances requiring investigation to determine if an adjustment is required.
DATE ASGD	Enter the date on which discrepancies (differences) were assigned to individuals for investigation.
DATE COMPL	Enter the date on which all investigations and all adjustments were completed.
MAJ VAR	Enter the number of major variance adjustments (over \$200) processed to custodial records.
ACC (%)	Enter the accuracy level of the lot, determined by dividing the number of major variance adjustments by the number of stock numbers counted, expressed as a percentage.
NO. OF ADJUSTMENTS	<u>GAIN</u> --Enter the number of gain adjustments processed to custodial records. <u>LOSS</u> --Enter the number of loss adjustments processed to custodial records. <u>TOTAL</u> --Enter the sum of the GAIN and LOSS columns.
VALUE OF ADJUSTMENTS	<u>GAIN</u> --Enter the dollar value of gain adjustments processed to custodial records. <u>LOSS</u> --Enter the dollar value of loss adjustments processed to custodial records. <u>TOTAL</u> --Enter the sum of the GAIN and LOSS columns.

Appendix G--Continued

<u>Headings</u>	<u>Instructions</u>
LOT DOLLAR VALUE	Enter the extended dollar value of the entire inventory lot as of the beginning of the inventory.
SCD RECON	Enter the scheduled month of reconciliation from the quarterly priority schedule.
ACT RECON	Enter the actual month in which reconciliation with the accountable supply distribution activity (ASDA) was accomplished.

Note. This register may be made into a single form by lapping part one over the "LOT NO." column of part two and fastening the two parts together.

[illegible]

[illegible]

Appendix G--Continued

G-2. ASDA SCHEDULED INVENTORY CONTROL REGISTER (AMC FORM 2067-R). Used by ASDA's to record scheduled inventory lots, to maintain statistics for those lots, and to maintain control of the status of the FY inventory program. The register will be completed as follows:

<u>Headings</u>	<u>Instructions</u>
LOT NO.	Enter the number of the inventory lot from the quarterly priority schedule.
DEPOT	Enter the depot counting the lot.
QTR PRIO SCHD	Enter the quarter of the inventory priority schedule on which the lot first appeared.
SCHD MON RECON	Enter the scheduled month of reconciliation from the quarterly priority schedule.
ACT MON RECON	Enter the month during which both the depot and the ASDA actually controlled in-float transactions.
TYPE INV	Enter the type of physical inventory code for the lot.
ICC	Enter the ICC for the lot.
LOT SIZE	Enter the number of stock numbers in the inventory lot according to ASDA records.
SAMPLE SIZE	Enter the estimated sample size from the quarterly priority schedule.
RANGE OF STOCK NUMBERS	<u>BEGINNING</u> --Enter the first (lowest) stock number in the lot, <u>ENDING</u> --Enter the last (highest) stock number in the lot.
SCHEDULING REMARKS	Use as required for additional information, such as why reconciliation was delayed or canceled.
LOT NO.	Enter the number of the inventory lot, from the first column
DATE TAPE RECD	Enter the date on which depot reconciliation tapes were received at the ASDA.

Appendix G--Continued

<u>Headings</u>	<u>Instructions</u>
DATE TAPE PROC	Enter the date on which depot and ASDA balances and in-float transactions were compared.
DATE SUSP LIFT	Enter the date on which the last potential variance was removed from the suspense account.
DATE RES CMPL	Enter the date on which preadjustment research was completed and all adjustments were processed to the accountable records.
DATE TO SEC	Enter the date on which security personnel were advised of variances requiring security investigation.
NO. MAJOR VAR	Enter the number of major variances; the number of adjustments processed, other than between condition codes, with a dollar value of over \$200.
ACC (%)	Enter the accuracy level of the lot, determined by dividing the number of major variances by the number of stock numbers in the lot, expressed as a percentage.
NUMBER OF ADJUSTMENTS	<u>GAIN</u> --Enter the number of gain adjustments processed to accountable records. <u>LOSS</u> --Enter the number of loss adjustments processed to accountable records. <u>TOTAL</u> --Enter the sum of the GAIN and LOSS columns.
VALUE OF ADJUSTMENTS	<u>GAIN</u> --Enter the dollar value of gain adjustments processed to accountable records. <u>LOSS</u> --Enter the dollar value of loss adjustments processed to accountable records. <u>TOTAL</u> --Enter the sum of the GAIN and LOSS columns.
LOT DOLLAR VALUE	Enter the extended dollar value of the inventory lot as of the beginning of the reconciliation control period.

Appendix G--Continued

<u>Headings</u>	<u>Instructions</u>
% VALUE ADJ	Enter the percentage of dollar value adjusted, determined by dividing the total value of adjustments by the lot dollar value and then multiplying by 100.
CONTROL REMARKS	Use as required for additional information or controls.

Appendix G--Continued

[illegible]

PREVIOUS EDITION IS OBSOLETE

[illegible]

REVERSE OF AMC FORM 2067-R

Appendix G--Continued

G-3. ASDA UNSCHEDULED INVENTORY CONTROL REGISTER (AMC FORM 2068-R). Used by ASDA's to record and control unscheduled inventories, and to maintain statistics for those inventories. Complete the form as follows:

<u>Columns</u>	<u>Headings</u>	<u>Instructions</u>
a	DATE DJA FORWARDED	Enter the date on which the inventory request was forwarded to the depot.
b	TYPE OF INVENTORY	Enter the type of physical inventory code as found in paragraph D-2.
c	ICC	Enter the ICC from the ASDA record.
d	STOCK NUMBER	Enter the stock number.
e	INVENTORY CONTROL NO.	Enter the control number from card columns 47 through 53 of the DJA card.
f	DATE COUNT RECEIVED	Enter the date on which the DKA count cards were received from the depot.
g	DATE RECORD ADJUSTED	Enter the date on which the adjustment was processed to the accountable record, or the date on which research was completed when no adjustment was required.
h	VALUE OF ADJUSTMENT	Enter the dollar value of the inventory adjustment, preceded by a plus (+) for gains or a minus (-) for losses. Offsetting differences between condition codes will not be reported.

Appendix G--Continued

[illegible]

Appendix G--Continued

G-4. ERROR CAUSE REGISTER. To be used by ASDA's to record and compile the number and causes of errors revealed by causative research or denial research. The register will be prepared quarterly for causative research and monthly for denial research. The register will be submitted to the Commander, AMC, ATTN: AMCSU-I, with the quality control analysis. The register will be used to initiate corrective management action. The register will be completed as follows:

<u>Lines</u>	<u>Instructions</u>
Error cause	<p>In each line of the "month/qtr" column, enter the total number of adjustments for which causative research indicated that the cause of the adjustment was as indicated on the line. When more than one cause contributed to the adjustment, only the most significant cause will be tabulated.</p> <p>In each line of the "cumulative FY-to-date" column, enter the total number of adjustments for the FY for which causative research indicated that the cause was as indicated on the line.</p>

Appendix G--Continued

ERROR CAUSE REGISTER

TROSCOM Activity	Cause codes	1 Sep 73 Date	
		Month/ quarter	Cumulative FY-to-date
1. <u>RECEIPTS</u> (Total)		15	30
a. Duplicates posted -----			
b. Documents not posted -----			5
c. Erroneous quantity posted -----	5		5
d. Posted to wrong FSN -----			
e. Delays in posting reversals -----	5		5
f. Reversals not posted -----			5
g. Posted to wrong condition -----			
h. Rejects not reentered -----	5		5
i. Recent receipt with no offsetting issue or adjustment -----			5
j. Erroneous reversal -----			
2. <u>ADJUSTMENTS</u> (Total)		3	10
a. Duplicates posted -----	1		3
b. Documents not posted -----			
c. Reversals not posted -----			
d. Erroneous quantity posted -----			
e. Posted to wrong FSN -----			
f. Posted to wrong condition -----			
g. Delays in posting condition code changes -----	1		4
h. Delays in posting reidentification adjustments -----	1		3
i. Erroneous reversal -----			
3. <u>SHIPMENTS</u> (Total)		5	15
a. Duplicates forwarded to depot -----			
b. Documents not posted -----			
c. Cancellation not posted -----	1		3
d. Erroneous cancellations posted -----			
e. Erroneous quantity posted -----			
f. Delays in processing cycles -----	1		3
g. Delays in forwarding releases to depots (i.e., for manager review, etc.) -----	1		3
h. Erroneous reversals -----	1		2
i. Erroneous data in MRO -----			1
j. Telephone MRO's -----			
k. MRO forwarded to wrong depot -----	1		3
4. <u>PHYSICAL INVENTORY</u> (Total)		5	15
a. Erroneous inventory gain -----	1		3
b. Erroneous inventory loss -----	1		3
c. Delays in processing inventory reconciliation -----			1
d. Delays in completing preadjustment research -----	1		2
e. Research not conducted -----			1
f. Erroneous reversal of inventory adjustment -----	1		2
g. Previous offsetting gain -----	1		3
h. Previous offsetting loss -----			

E X A M P L E

Appendix G--Continued

ERROR CAUSE REGISTER--Continued

<u>Cause codes</u>	<u>Month/ quarter</u>	<u>Cumulative FY-to-date</u>
5. <u>CATALOG CHANGES</u> (Total)	<u>5</u>	<u>15</u>
a. Not processed to master record -----	<u>1</u>	<u>2</u>
b. Processed to master record late -----	<u>2</u>	<u>2</u>
c. Processed to master record early -----	<u>1</u>	<u>3</u>
d. Processed to master record when USACDA rejected AMDF change notice -----	<u>1</u>	<u>3</u>
e. Erroneous management data posted (i.e., UI, consolidation) -----		<u>5</u>
6. <u>LOGISTICAL TRANSFERS</u> (Total)	<u>3</u>	<u>10</u>
a. BKZ cards not forwarded for gains -----	<u>1</u>	<u>1</u>
b. BKZ cards not forwarded for losses -----		<u>2</u>
c. Logistical transfer losses processed late -----	<u>1</u>	<u>3</u>
d. Duplicate BKZ card forwarded to depot ----		<u>2</u>
e. Erroneous quantity in BKZ card -----	<u>1</u>	<u>2</u>
f. Erroneous reversal of transfer -----		
g. Duplicate processing of gains -----		
7. <u>DENIALS</u> (Total)	<u>6</u>	<u>12</u>
a. Document not posted -----		<u>2</u>
b. Rejects not reentered -----	<u>2</u>	<u>2</u>
c. Duplicate posted -----	<u>1</u>	<u>2</u>
d. Erroneous quantity posted -----	<u>2</u>	<u>4</u>
e. Untimely processing of previous denial ---		<u>1</u>
f. Erroneous reversal -----	<u>1</u>	<u>1</u>
8. <u>FAILURE TO SUSPEND STOCKS</u> (Total)	<u>3</u>	<u>6</u>
a. Zero balance flasher -----	<u>1</u>	<u>2</u>
b. Physical inventory discrepancies -----	<u>1</u>	<u>2</u>
c. Materiel release denial -----	<u>1</u>	<u>2</u>
9. <u>CREDIT BALANCES</u>	<u>5</u>	<u>10</u>
10. <u>KEYPUNCH ERROR</u>	<u>10</u>	<u>15</u>
11. <u>THEFT</u>	<u>1</u>	<u>1</u>
12. <u>NO CONCLUSIVE FINDINGS</u>	<u>0</u>	<u>0</u>

E X A M P L E

Appendix G--Continued

G-5. AMC Form 2145-R (Depot Denial Cause Register) AMC Form 2146-R (Depot Denial Cause Summary). Used by depots to record and summarize materiel release denial (MRD) causes. Complete the registers as follows:

a. Register.

- (1) Maintain the denial cause register by month.
- (2) Record on the register, all potential denials received in the inventory management division for research.
- (3) Research denials in accordance with section IV, chapter 3, and assign a cause code from the depot denial cause summary for each of the following items:
 - (a) All controlled inventory items, inventory category codes (ICC's) 2, 3, 7, 8, and 0.
 - (b) All potential denials for which the depot has processed a receipt recently (within the past 10 days) for the item involved.
 - (c) A minimum of 10 percent of all others. If resources are available, a larger percentage will be researched.
 - (4) If a new cause other than those in the inclosed listing is found, reflect on the monthly submission of the denial data each of the new causes and the number of denials caused by each.

b. Summary.

- (1) Update the depot denial cause summary, each month, with the number of occurrences of each cause identified and submit the summary to the Commander, AMC, ATTN: AMCSU-I, with the RCS AMCSU-220 report.
- (2) Under the "Month/FY" column, enter the total number of occurrences for each cause during the report period.
- (3) Under the "Cumulative FY-to-date" column, enter the total occurrences for each cause code during the current FY.

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Appendix G--Continued
DEPOT DENIAL CAUSE SUMMARY

	Cause codes	Month/ FY	Cumulative FY-to-date
1.	<u>RECEIPTS</u>		
a.	Duplicates posted -----	5	11
b.	Receipt documents not posted -----		
c.	Erroneous quantity posted -----		2
d.	Stock misidentified -----		
e.	Location established but materiel not in location -----	10	15
f.	Location not established -----		
g.	Reject with no offsetting issue or adjustment -----		
2.	<u>ADJUSTMENTS OTHER THAN INVENTORY</u>		
a.	Duplicates posted -----	1	3
b.	Adjustment documents not posted ---		
c.	Erroneous quantity posted -----		
d.	Posted to wrong FSN -----		
e.	Untimely processing -----		
f.	Erroneous adjustment on a logistic transfer -----		
g.	Erroneous adjustment as a result of a catalog change -----	2	5
3.	<u>SHIPMENTS</u>		
a.	Duplicate shipment made -----	1	3
b.	Duplicate shipment posted but not made -----		
c.	Shipping documents not posted -----	1	2
d.	Erroneous quantity posted -----		
e.	Erroneous quantity selected/ shipped -----	3	7
4.	<u>PHYSICAL INVENTORY</u>		
a.	Erroneous physical inventory count-	2	4
b.	Erroneous physical inventory gain -		
c.	Erroneous physical inventory loss -		
d.	Untimely processing of inventory reconciliations -----	5	15
e.	Duplicate adjustment posted -----		
5.	<u>CATALOG CHANGES</u>		
a.	Not processed on effective date ---		
b.	Not posted at location -----		
c.	Erroneous management data posted --		

Appendix G--Continued

DEPOT DENIAL CAUSE SUMMARY--Continued

<u>Cause codes</u>	<u>Month/ FY</u>	<u>Cumulative FY-to-date</u>
6. LOGISTICAL TRANSFERS		
a. BKZ cards not received -----	<u>3</u>	<u>6</u>
b. BKZ cards rejected -----	<u>2</u>	<u>4</u>
c. Duplicate posting of BKZ cards --	_____	_____
d. BKZ cards not processed -----	_____	_____
e. Erroneous quantities posted -----	_____	_____
f. Erroneous data posted (i.e., manager, UI, etc.) -----	_____	_____
g. Untimely processing -----	_____	_____
7. DENIALS		
a. Duplicate posted -----	<u>1</u>	<u>1</u>
b. Previous denial not posted -----	_____	_____
c. Erroneous quantity posted -----	_____	_____
d. Posted to wrong FSN -----	_____	_____
e. Untimely processing -----	_____	_____
8. DENIALS AVOIDED/STOCK FOUND		
a. Overlooked by stock picker -----	<u>10</u>	<u>25</u>
b. Misidentified/mixed stock -----	_____	_____
c. New receipt, in transit to location -----	<u>5</u>	<u>15</u>
d. Holding area, warehouse -----	<u>3</u>	<u>9</u>
e. Holding area, receiving -----	_____	_____
f. Overage on shipping line -----	_____	_____
g. Materiel in care and preservation -----	_____	_____
h. Materiel in maintenance -----	_____	_____
i. Materiel in float from maintenance -----	<u>1</u>	<u>2</u>
j. Location not on record -----	_____	_____
k. Stock condition and recorded condition do not match -----	<u>2</u>	<u>3</u>
9. IDENTIFICATION/CLASSIFICATION		
a. Stock not in condition reflected on depot record -----	_____	_____
b. Stock not same FSN reflected on depot record -----	_____	_____
c. No record of FSN at depot -----	_____	_____

E X A M P L E

REVERSE OF AMC Form 2146-R

Appendix G--Continued

G-6. ASDA DENIAL REGISTER. Used by ASDA's to record MRDs and causes. Complete the register as follows:

- a. Maintain the denial register by month.
- b. Record all denials received in the centralized inventory accounting branch on the register.
- c. Research denials in accordance with instructions contained in AR 740-26 and assign a cause code from the error cause register (para G-4) for each of the following items:
 - (1) All denials for controlled inventory items (ICC's 0, 2, 3, 7, and 8).
 - (2) All denials with extended dollar value greater than \$10,000.
 - (3) A minimum of 10 percent (more if resources are available) of all remaining denials. If a cause other than those in the register is found, reflect on the monthly submission of denial data each of the new causes and the number of denials caused by each.
- d. Reproduce the monthly denial register and submit to the Commander, AMC, ATTN: AMCSU-I, with the analysis of the quality control checks.

AMC FORM 2147-R
1 APR 74

Appendix H

COMPUTATIONS FOR INVENTORY
CONTROL EFFECTIVENESS (ICE)
EXCELLENCE AWARDS

(TO BE PUBLISHED)

Appendix I
RESEARCH MESSAGES

	<u>Paragraph</u>	<u>Page</u>
ZNK messages -----	I-1	I-3
ZNG messages -----	I-2	I-4
-KA, BKA, or DKA messages -----	I-3	I-6
ZR4 messages -----	I-4	I-7
Z8P or Z9L messages -----	I-5	I-7
ZL5 messages -----	I-6	I-8
ZNR messages -----	I-7	I-9
ZKD messages -----	I-8	I-10
ZL9 messages -----	I-9	I-11

Appendix I--Continued

I-1. ZNK messages. a. Result of processing ZNK cards in task AD01. Messages appear in card columns 72 through 80.

<u>Messages</u>	<u>Explanation</u>
BAL-NO-LO	Balance on hand with no location.
CHANGE TO	SAM001 or ASM001 record is stock number change.
NO RECORD	No record on SAM001 or ASM001.
NO INVBAL	No balance and location on record.
NO SEGMENT	No balance segments on record.
OVR 9 LOC	Indicator on location segment indicates more than nine locations.

b. Result of processing ZNK cards in task AD12. Messages appear in card columns 71 through 80.

<u>Messages</u>	<u>Explanation</u>
BAD CNT NO	LIM011 record indicates first counts not processed and input is second count, or record indicates second counts punched but input is first count.
BAD LOT NO	LIM011 record lot number does not agree with count card.
2ND PROCSD	LIM011 record indicates second counts processed.
1ST PROCSD	LIM011 record indicates first counts processed.
NO PUN-IND	LIM011 record indicates first counts not punched.
BAD I/O	Bad record update.
NO RECORD	No SAM001 or ASM001 record.
STK-NR-CHG	SAM001 or ASM001 record is "change to."
NO INV-CTL	No LIM011 record.
OVER 9 LOC	Record indicates additional locations off-line.
UNQ CNT-NO	More than one count card for stock number with different count numbers.

Appendix I--Continued

c. Result of processing ZJA or DJA cards in task AD05.
Messages appear in card columns 72 through 80.

<u>Messages</u>	<u>Explanation</u>
BAL 0 LOC	Balance on hand but no locations.
NO LOCS	Location segment exists without locations.
OVR 9 LOC	Segment indicator specifies additional off-line locations.

d. Result of processing ZNK cards in task AD10 for sorting.
Message appears in card columns 71 through 80.

<u>Message</u>	<u>Explanation</u>
INV COUNT	Count number is not "1" or "2."

I-2. ZNG messages. Result of rejecting ZNJ cards in task AD01 or to provide information relative to processing a ZNJ input document in task AD01. Messages appear in card columns 65 through 80.

<u>Messages</u>	<u>Explanation</u>
A NON AMMO DEPOT	<u>Load, pull, delete</u> --input with action code 2 for a non-ammunition depot.
CHG CNT DATE	<u>Load</u> --scheduled count date changed to current date.
COUNT DATE ERROR	<u>Load</u> --scheduled count date on load card more than 30 days.
DUP LOT NO LIM 7	<u>Load</u> --a record for lot number already exists on LIM007--duplicate lot number invalid.
DUPLICATE LOT NR	<u>Load</u> --duplicate lot number exists for multiple load input.
INCOMPLETE-INCRT	<u>Pull</u> --total requested for pull not filled.
INCOMPLETE-SAMPL	<u>Load</u> --total sample load requested not filled.
MORE THAN 20	<u>Load</u> --more than maximum limit of 20 load cards submitted.

Appendix I--Continued

<u>Messages</u>	<u>Explanation</u>
MORE THAN 10	<u>Pull</u> --more than maximum limit of 10 pull cards submitted.
MORE THAN 6	<u>Delete</u> --more than maximum limit of 6 delete cards submitted.
NO REC LOADED	<u>Load</u> --no records selected for load input.
NO REC PULLED	<u>Pull</u> --no records selected for final pull input.
NO SIZE COL 14-16	<u>Pull</u> --no sample size of input partial pull.
COL 59 INVALID	<u>Pull</u> --card column 59 of pull card is not "P" or "F."
RANGE ERROR	<u>Load</u> --high stock number range (cc 44-58) is less than low stock number range (cc 30-43) of load input.
INVALID CAT CODE	<u>Load</u> --for sample load, category code is not "4," "5," "9," or "blank."
INVALID INCR NR	<u>Pull</u> --increment number on pull card not numeric.
INVALID LOT NR	<u>Load, pull, delete</u> --second or third position of lot number not numeric.
INVALID PULL DATE	<u>Pull</u> --pull request date more than 15 days in advance of current date.
INVALID RIC	<u>Load, pull, delete</u> --input routing identifier code not on Mutual Data File for Reference (DPM002).
INVALID TYPE INV	<u>Load, pull</u> --type of physical inventory code is not "A" or "B" on a load and is not "A," "B," "C," or "D" on a pull.
SAMPLE SIZE ERR	<u>Load</u> --card columns 14 through 16 of load. Sample invalid.
STK NOS DELETED	<u>Delete</u> --Total stock numbers deleted from inventory control for delete input.

Appendix I--Continued

<u>Messages</u>	<u>Explanation</u>
WRONG CODE COL 4	<u>Invalid</u> --input is not "L," "P," or "D."
WRONG CODE COL 5	<u>Load</u> --input load has invalid type of physical inventory code of "C" or "D."
NO DELETE LIM7	<u>Delete</u> --no stock numbers exist on inventory control file for lot number and statistical file has recorded data for the lot number.

I-3. -KA, BKA, or DKA messages. Result of processing a ZJA, BJA, or DJA card in task AD05. Messages appear in card columns 32 through 46.

<u>Messages</u>	<u>Explanation</u>
BLANK COND	DJA card, type of physical inventory code F, H, or D, if non-Army--no condition code in input.
CHANGE TO	Stock number is "change to."
NO RECORD	No record of stock number.
CUTOFF MORE 5 DA	BJA card or unscheduled DJA card date in card columns 62 through 64 is less than or greater than 5 days from current date.
DUP LOT NO LIM7	DJA scheduled--type inventory code A, lot number exists on LIM007.
INV IN PROC	DJA scheduled--stock number under inventory control.
INV-TY-INV	ZJA--type of physical inventory code not "A," "E," or "I." DJA--type of physical inventory code not "A," "B," "C," "D," "E," "F," "G," or "H."
INVAL DOC ID	Input (cc 1-3) not "DJA" or "ZJA."
INVAL LOT NO	ZJA--position 3 of lot number not "Z" for type of physical inventory code A or positions 1 and 2 not numeric.
INVAL LOT NR	DJA--position 1 of lot number not correct Army owner code or positions 2 and 3 not numeric.

Appendix I--Continued

<u>Messages</u>	<u>Explanation</u>
INVAL MGMT CD	ZJA--for type of physical inventory code E, the management code is not "A" or for type of physical inventory code I the management code is not "C," "E," "F," "G," or "H."
INVALID DEP RI	BJA or DJA--invalid depot routing identifier code.
INVALID RI	ZJA--type of physical inventory code E or DJA invalid routing identifier code.
NO BAL LOC	DJA--type of physical inventory code F or Army type inventory code D--no balance or location for condition.
NO SEGMENT	No balance segment exists.

I-4. ZR4 messages. Result of processing ZR4 cards in task AD27. Messages will appear in card columns 17 through 80.

<u>Messages</u>	<u>Explanation</u>
INVALID STATISTICAL REQUEST CODE	Request code (cc 4) not "1" or "3" or request code is "1" and complete date is "blank."
INVALID DIC	Input not ZR4 card.
INVALID RIC- LOT NO	No record exists in LIM007.
NOT COMPLETE	LIM007 record does not have complete date and input is request code 3.
NO UNSCHED SEGS IN LIM 7 FOR PREV QTR	No unscheduled segments existed on LIM007 for previous quarter and no records generated for output. (Research is for information only.)
ADJ INPUT POSTED TO COMPLETED LOT	Statistical input (Z8P/Z9L) was posted to a previously completed lot number. Research is for information. The LIM007 completed date was updated with the current date and a scheduled inventory statistical report produced.
INVALID FILE CODE	File code on input is not "A" (ammunition) or "G" (general supplies).

I-5. Z8P or Z9L messages. Result of processing Z8P or Z9L statistical card in task AD27. Messages will appear in card columns 54 through 69.

Appendix I--Continued

<u>Messages</u>	<u>Explanation</u>
NO RECORD	No record exists on LIM007 matching lot number, type of physical inventory code, and category code.
INVALID TYPE INV	Type of physical inventory code (cc 34) is not "U" or "S."
INVALID LOT NO	Lot number owner code does not match DPM002.
UNMATCHED REV	Reversal input does not match a corresponding transaction.
INVALID REV	Reversal input matches a corresponding transaction, but reversal quantity is greater than corresponding transaction.
DUPLICATE INPUT	Duplicate input transaction. Input could have been loaded to SAM025 (Valid Transaction File) more than one time. If research indicates duplicate is valid, resubmit.

I-6. ZL5 messages. a. Result of processing ZL5 cards in task AD70. Messages appear in card columns 16 through 75.

<u>Messages</u>	<u>Explanation</u>
ALL INPUT DELETED-DATE INVALID	ZL5 initial control date (cc 11-15) is blank or computer date (current date) is less than initial control date.
NO INPUT-RUN TERMINATED	No ZL5 input exists in SAM025 for parent depot.

b. Result of processing ZL5 cards in task AD73. Message appears in card columns 16 through 75.

<u>Message</u>	<u>Explanation</u>
REENTER ZL5 CARD-INITIAL DATE IN CC 11-15 SUM DATE CC 76-80	ZL5 initial control date (cc 11-15) is blank, or summary date (cc 76-80) is less than initial date, or summary date is greater than computer date (current date), or no ZL5 input exists on SAM025 for parent depot.

Appendix I--Continued

I-7. ZNR messages. Result of processing ZNR cards in task AD18. Messages appear in card columns 58 through 72.

<u>Messages</u>	<u>Explanation</u>
INVALID LOT NR	Lot number (cc 5-7) is blank.
NO RECORD FOUND	Non-Army delete input ("D" in cc 14)--no matching input exists on SAM025 and no matching records exist on LIM009.
RECON DELETED	Delete input ("D" in cc 14)--input deleted from SAM025 and records deleted from LIM009.
MORE THAN 50 RI	Delete or summary input exceeds program limits of 50 input.
NO DJA RECORDS	No DJA input on SAM025 matches ZNR header card ("D" in cc 27).
INVAL CC 28-57	Stock number control limits invalid.
INVALID CC 14	Type reconciliation code is not "D," "F," or "S."
INVALID RIC	Input card ASDA routing identifier code (cc 10-12) does not exist on DPM002.
INVALID ACTION	Action code (cc 20) indicates ammunition but DPM002 does not have ammunition depot data.
INVALID CC 13	Card column 13 does not contain a "D" for non-Army.
WRONG PROC DATE	For summary input, the computer date is greater than the 16th of the month or, for final input, the computer date is less than the 24th of the month.
INVALID DATE	Card dates invalid (e.g., initial control date is not the 3d, or summary date is not the 15th, or the final date is not the 28th).
NO FINAL INPUT	Army delete input ("D" in cc 14)--no matching input exists on SAM025 for delete or no matching LIM009 records and delete was submitted prior to final reconciliation run.

Appendix I--Continued

<u>Messages</u>	<u>Explanation</u>
NO REC ON TAPE	Army delete input ("D" in cc 14)--no matching input exists on SAM025 for delete, no matching LIM009 records exist, and no matching records exist on summary reconciliation tape.
NO STK NO FOUND	Summary input ("S" in cc 14)--no stock numbers exist for routing identifier code, range of stock numbers, or category code.

I-8. ZKD messages. Result of processing ZKD cards in task AD10. Messages appear in card columns 32 through 46.

<u>Messages</u>	<u>Explanation</u>
NO DSNMD RECORD	No record on SAM001.
NO ASM RECORD	No record on ASM001.
STOCK-NR CHANGE	Record on SAM001 or ASM001 is "change to."
INVAL ACT-CODE	Ammunition input ("2" in cc 5)--action code in card column 4 is not "1."
INVAL ACT-CODE	General supplies input ("1" in cc 5)--action code in card column 4 is not "1," "2," or "3."
COND CODE BLANK	General supplies input ("1" in cc 5) with action code 2 or 3 in card column 4--condition code in card column 71 is blank.
NO MSS-LOC-SEG	General supplies input ("1" in cc 5) with action code 2 or 3 in card column 4--no location segment exists for condition in card column 71.

Appendix I--Continued

I-9. ZL9 messages. Result of processing ZL9 cards in task AD80. Messages appear in card columns 56 through 75.

<u>Messages</u>	<u>Explanation</u>
INVALID ACTION	Action code in card column 4 is not "1" or "2" (general supply or ammunition).
INVALID CUT DATE	Cutoff date in card columns 76 through 80 is blank or older than one day.
NO FILE FOR ACTION	Action code in card column 4 does not correspond with DPM002, which indicates blank depot RIC.

Appendix J

RESEARCH CODES

Inventory (validity) research codes are shown below.

Notes. 1. The research routing code is "I."

2. Rejected cards will have a reentry card provided. This card will reflect blank spaces in the field which caused the original card to reject. This field will be indicated by the research code. The blank field of the reentry card must have the correct data entered and the card resubmitted for processing.

<u>Research codes</u>	<u>Code explanation</u>
DW	Statistical request code in ZR4 request card is in error.
G2	Reconciliation indicator is invalid.
G3	Routing identifier code (From) is in error or blank.
H1	Routing identifier code (To) is blank, in error, or other than this depot.
H4	Type of physical inventory code is invalid.
H5	Inventory card code is invalid.
H6	Lot number is blank.
H7	RI inventory requester is blank.
H8	Inventory request action code is invalid.
H9	Lower control limit is blank or invalid.
J2	History starting date is blank.
J3	History ending date is blank.
J8	Location upper control limit is blank.
J9	Upper control limit is blank or invalid.
K1	Card requirement code is invalid.
K2	Reconciliation date is blank.

Appendix J--Continued

<u>Research codes</u>	<u>Code explanation</u>
K4	Count quantity is blank or invalid.
K6	Count date is blank or invalid.
L4	Count time is blank or invalid.
N3	File code is invalid.
N9	Inventory action code is invalid.
P1	File update action code is invalid.
P2	Reconciliation card code is invalid.
P3	Reconciliation control date is invalid.
P6	DJA reconciliation input indicator is invalid.
P8	Date of last inventory is blank or invalid.
Q9	Location lower control limit is greater than the location upper control limit.
R5	Reconciliation action code is invalid.
S2	Stock number field of input is blank or invalid.
Z5	Type survey code is invalid.
Z6	Selection size is blank.
Z7	Location lot size is blank.
6B	No location segment for input condition.
03	Price variance or invalid unit price.

Appendix K

SPEEDEX SYSTEM OPERATION VARIATIONS BETWEEN DEPOTS

K-1. The SPEEDEX system operation varies between depots to the extent that the source of ADP support varies. There are basically three such variations which are described as follows:

a. ADP Service Center (ADPSC) depot. A central processing unit (CPU) is located at this type of depot which contains depot custodial master data records (MDR's) and processes SPEEDEX operating tasks for supported depots. The ADPSC depot has remote terminals at which most input/output is entered/produced. Some output is produced at the CPU site for this type depot as well as for supported depots.

b. Depot with remote terminal(s) only (DWRTO). A DWRTO has one or more remote terminals similar to those at the ADPSC depot, but no CPU. Custodial MDR's for this type depot are maintained in the ADPSC depot CPU.

c. Depot without remote terminal (DWORT). A DWORT has no remote terminal nor CPU. It's custodial MDR's are maintained on the ADPSC depot CPU and all computer input is entered and output produced at the ADPSC depot and transported to or from the supported depot as required, by mail, courier, etc.

K-2. The chart which follows, shows the specific point of depot input/output for each type of document pertinent to the physical inventory system. It also shows the activity from which ASDA's will receive inventory documentation and to which it will be forwarded. The specific depots at which each type of ADP support exists is subject to change. Depot and ASDA inventory coordinators should provide and maintain information on the status of each depot.

Appendix K--Continued

SOURCE/DISPOSITION OF DEPOT COMPUTER
INPUT/OUTPUT

	INPUT OR OUTPUT		INPUT OR OUTPUT AT		TO ASDA FROM		FROM ASDA TO	
	IN	OUT	ADPSC CPU	ADPSC OR DWRTO REMOTE	ADPSC DEPOI	DWRTO	ADPSC DEPOI	DWRTO
Zero balance record delete list		X		X				
Inventory lot formation list		X		X				
BM3 cards for blank ICC's		X		X				
BM3 card response with ICC's		X		X				
DJA/BJA inventory requests	X		X					
ZJA inventory requests	X							
ZJA/ZMJ inventory requests	X							
Lot control list		X						
ZMK count card		X						
Count card control list		X						
Research evaluation list		X						
Z8P/Z9L skeleton adjustment cards		X						
Z8P/Z9L/ZAZ adjustment cards		X						
Z8P/Z9L statistical cards		X						
DKA/BKA inventory documents		X						
ZKD DOLI update		X						
Z84 statistical data request		X						
Statistical report		X						
Quarterly count card rally report		X						
ZMK inventory reconciliation request		X						
BKB inventory reconciliation card		X						
BKZ inventory in-float document		X						
Reconciliation information list		X						
Inventory reconciliation list		X						
Inventory reconciliation tape		X						
ZL4 location survey request		X						
Survey lot formation list		X						
ZL6 survey work card		X						
Work card control list		X						
Igloo/magazine planograph		X						
Planograph control list		X						
ZL5 audit request (Army)		X						
Reject cards (ZL5)		X						
Audit control list		X						
BKB audit reconciliation card		X						
BKZ audit in-float document		X						
Audit reconciliation tape		X						
BMS audit reply (Army)		X						
BZB zero balance flasher		X						
BJA history request (ASDA)		X						
BKZ history cards/tape		X						
ZBZ history request (depot)		X						
History listing (depot)		X						
ZL8 audit request (other svc)		X						
DZH audit reconciliation card (other svc)		X						
DZB audit reply (other svc)		X						
DZG D series document reject advice		X						
Local depot reject cards (except ZL5)		X						

*Input/output at ADPSC depot remote terminal only.

Appendix L

PHYSICAL INVENTORY SAMPLING PLAN

L-1. Sample size/acceptable number of major variances.

Type of sampling	Lot size					
	91-150	151-280	281-500	501-1200	1201-3200	3201-10000
Normal	20/3	32/5	50/7	80/10	125/14	200/21
Reduced	8/1	13/2	20/3	32/5	50/7	80/10
Tightened	20/2	32/3	50/5	80/8	125/12	200/18

a. Use normal sampling plan, unless experience is available to do otherwise, as dictated by switching procedures given below.

b. Take sample of indicated size-

(1) If number of major variances is not more than the indicated acceptance number, accept the lot without further counting.

(2) Otherwise, do a full count.

c. If lot size is less than 91, do a full count.

L-2. Switching procedures. a. Normal to tightened--when 2 of 5 consecutive lots have been rejected on normal inspection. Use of tightened plan begins with inventory of next consecutive lot regardless of when it is scheduled.

b. Tightened to normal--when 5 consecutive lots have been accepted on tightened inspection. Use of plan begins with inventory of next consecutive lot, regardless of when scheduled.

c. Reduced to normal--when a lot is rejected. Use of normal plan begins with inventory of next sample lot.

d. Normal to reduced--when preceding 10 lots have been on normal inspection and none have been rejected and total number of defectives in these 10 lots is equal to or less than the following limit numbers:

Appendix L--Continued

<u>Number of sample units from last 10 lots</u>	<u>Limit number</u>
130-199	4
200-319	8
320-499	14
500-799	25
800-1249	42
1250-1999	69
2000-3149	115
3150-4999	186

Appendix M

SAMPLING PLANS

	<u>Paragraph</u>	<u>Page</u>
Quality Control Sampling Plan -----	M-1	M-2
Location Survey Sampling Plan -----	M-2	M-4

Appendix M --Continued
SAMPLING PLAN FOR QUALITY CONTROL

M-1.

Lot size	Normal		Reduced		Tightened	
	Sample size	Accept No.	Sample size	Accept No.	Sample size	Accept No.
2-8	2	0	2	0	2	0
9-15	3	0	2	0	3	0
16-25	5	0	2	0	5	0
26-50	8	0	3	0	8	0
51-90	13	0	5	0	13	0
91-150	20	0	8	0	20	0
151-280	32	1	13	0	32	1
281-500	50	1	20	0	50	1
501-1200	80	2	32	1	80	1
1201-3200	125	3	50	1	125	2
3201-10000	200	5	80	2	200	3
10001-35000	315	7	125	3	315	5
35001-150000	500	10	200	5	500	8
150001 and over	800	14	315	7	800	12

Appendix M--Continued

Instructions are identical to those in appendix L; limit numbers for this appendix as outlined below.

<u>Number of sample units from last 10 lots</u>	<u>Limit number</u>
200-319	0
320-499	0
500-799	2
800-1249	4
1250-1900	7
2000-3149	14
3150-4999	24
5000-7999	40
8000-12499	68
12500-19995	110

Note. If the last 10 lots did not contain 200 sample units, more than 10 lots may be used for the calculation provided that the lots are the most recent ones in sequence, that they have all been on normal inspection, and that none were rejected.

Appendix M--Continued

M-2

SAMPLING PLAN FOR LOCATION SURVEY

<u>Lot Size</u>	<u>Sample Size</u>	<u>Acceptance No.</u>
1-44	100%	NA
45-49	41	0
50-54	45	0
55-59	47	0
60-69	51	0
70-79	55	0
80-89	58	0
90-99	61	0
100-119	65	0
120-149	100	1
150-199	111	1
200-299	123	1
300-399	189	2
400-499	199	2
500-599	277	3
800-999	290	4
1000-1900	408	6
2000-2999	427	6
3000-10000	436	7
10001-35000	450	7
35001-150,000	500	8
150,000*over	700	13

*Based on 95% confidence that accuracy is no less than 97%.

Appendix N

STANDARD ORGANIZATION FOR DEPOT
INVENTORY MANAGEMENT DIVISION

N-1. Mission. The mission of the depot inventory management division is to manage all inventory, location survey, location audit, and inventory quality control programs for all classes of supplies and consolidated property account materiel, as well as management and maintenance of the custodial balance file through adjustment, reclassification, reidentification, catalog change, and file maintenance actions. The division will normally be organized as shown in figure N-1.

N-2. Special relationships. The depot inventory management division will:

a. Maintain liaison with depot elements, accountable supply distribution activities (ASDA's), consignees, and other departmental agencies.

b. Coordinate and perform inventories and location audits for other Department of Defense (DOD) services/agencies and General Services Administration (GSA).

c. Maintain surveillance on all functions or practices which have a bearing on inventory reliability.

d. Provide technical assistance worldwide related to depot inventory management.

e. Serve as the depot action element for investigation/resolution of customer complaints involving shortages, overages, and incorrect materiel shipped to field customers.

N-3. Functions. a. The planning and control branch will:

(1) Plan and schedule complete and statistical sampling inventories to meet established time frames and program requirements. Compute inventory workload capabilities, based on known standards, and provide capabilities to Headquarters, AMC, and ASDA's for long-range planning.

(2) Plan and schedule for inventory of depot-owned stocks.

(3) Schedules research actions for resolution of discrepancies in receipts and shipments concerning shortages, overages and incorrect items. Schedules and coordinates research actions for resolution of discrepancies in reclassifications and reidentifications.

(4) Coordinate with ASDA's and mutually establish dates for reconciliation of inventory lots which have been subjected to a statistical sample or complete inventory.

Appendix N--Continued

(5) Plan and schedule sampling or complete location surveys and complete location audits. Coordinate audits with Army ASDA's and other service/agency ASDA's.

(6) Implement directives by developing work methods and procedures for conducting inventories, surveys, and audits for the depot.

(7) Direct an effective training program and supervise the instruction and training for the division to include development of special classroom and on-the-job training including preparation for location surveys and other special requirements as prescribed by applicable regulations.

(8) Coordinate, plan, and schedule inventories, location surveys, location audits, and other inventory related actions with other depot activities concerned with inventory functions.

(9) Determine accuracy level of inventory lots inventoried by the statistical sampling technique and schedule a complete inventory for those lots which do not meet the acceptable accuracy level.

(10) Determine accuracy of sample location surveys and schedule a complete survey when the sample surveys do not meet the required accuracy level.

(11) Maintain progress and evaluation charts and records on inventories, location surveys, and location audits.

(12) Control the input to and output from data systems activities of all documentation pertaining to scheduled and unscheduled inventories, location survey, and location record audit programs, etc.

(13) Collect, assemble, compute, and analyze statistical data required for preparation of internal and external reports pertaining to performance of location surveys, and location record audits. Analyze cost and performance data, providing explanation of unusual trends; forecast manpower requirements based on work performance and workload data. Prepare and submit internal statistical and performance reports pertaining to operation of the division and the depot inventory program.

(14) Maintain liaison between Headquarters, AMC; ASDA's; consignees; other departmental agencies; and other depot operations.

(15) Evaluate performance and effectiveness of the inventory system to include extensive review and analysis of

Appendix N--Continued

representative errors detected during inventory, making recommendations to higher headquarters for improvement of the overall program.

(16) Participate in feasibility and application studies for determining new systems and devices to be used for accomplishing integrated data processing relating to inventory functions.

(17) Coordinate disposal actions resulting from stock number deletions and unit of issue changes with appropriate accountable activities.

(18) Prepare and submit reports on the findings developed through the analysis of potential materiel release denial investigations, including final disposition.

(19) Perform inventory quality checks of the central locator file, location surveys, inventory counter accuracy, adjustment processing, ADP punched-card preparation and processing.

(20) Perform various administrative tasks and prepare a variety of correspondence for the division. Maintain central control of all correspondence for the division.

(21) Coordinate personnel management and training programs for the division.

b. The research and reconciliation branch will:

(1) Conduct detailed and technical research, audit, and analysis of facts related to inventory programs, location surveys, and location record audits, determining causes and providing explanations for variances between stocks and records.

(2) Investigate potential warehouse denials and initiate action for spot inventories. Conduct research and detailed analysis, determining cause of errors of a varied nature as a result of warehouse denials, research cards and requests from DOD services/agencies, and GSA.

(3) Accumulate data as to causes for inventory discrepancies and record data by type of discrepancy. Initiate actions to strengthen procedures, establish controls, improve training, and other corrective measures to eliminate causes for recurring discrepancies.

Appendix N--Continued

(4) Compile transaction histories; perform detailed and technical research, audit, and analysis of documents, records, methods, and procedures to determine cause of discrepancies; make decisions for corrective action required to eliminate deficiencies.

(5) Prepare, investigate, research, and submit reports of survey required by accountable property officers.

(6) Obtain current balance listing and research receiving documents, registers, listings, count cards, old locations, transaction and document histories, as required to reconcile balances and to stratify manager and/or owner assets, prior to submitting recommended adjustments, initiating inventories as required.

(7) Conduct and expedite research in response to ASDA requests for stock availability to satisfy urgent requirements. Initiate actions including transactions necessary to effect proper accounting and shipment.

(8) Initiate, control, and submit adjustments resulting from inventory, reclassification, reidentification, and the detection of concealed discrepancies. Maintain an adjustment document control register for each accountable activity, and initiate changes to the custodial balance as required.

(9) Edit reclassification and reidentification changes, determine appropriate coding, and assign document numbers. Analyze rejects from data systems, resolving discrepancies through research of facts and circumstances surrounding the related actions.

(10) Control processing of reclassification documents for materiel moving to and from depot maintenance activities, including all reconditioning and programmed maintenance work order disassemblies. Establish and maintain related jacket files of work orders for monitoring the timely return of completed materiel and for preparation of listings for periodic reconciliation of materiel not returned to storage.

(11) Prepare transaction histories required to support adjustments and/or for accountable property officers.

(12) Establish and maintain files of adjustments, warehouse denials, inventory count cards, etc.

(13) Coordinate and maintain supply files on suspension/release of defective materiel.

Appendix N--Continued

(14) Serve as the coordinating activity for the depot to process followup actions; respond to ASDA's with regard to minimizing assets recorded in nonissuable condition codes; prepare and maintain source documents required to support adjustment actions. Processing of these actions shall not be accomplished on items involving quality assurance quality control technical resolutions until recommended disposition instructions are received from the depot quality assurance directorate.

(15) Control and maintain files for discrepancy reports on shipments within the depot directorate for supply. Coordinate within the depot directorate for supply for decision on resupply or return of material. Initiate resupply or return action. Initiate unscheduled inventories, verify recorded balances of items, when the recorded balance is in question due to a reported discrepancy.

(16) Controls and maintains files on suspension/release of material involved in shortages, overages or incorrect item complaints. Initiate supply action or requests disposition instructions.

c. The physical inventory branch will:

(1) Perform physical inventory functions pertaining to complete, sample, special, spot, and selected item inventories.

(2) Ascertain the need for movement and relocation of stocks, and detect and report operational practices and conditions which affect inventory reliability. Coordinate corrective actions with appropriate activities.

(3) Direct and/or conduct statistical sampling and complete location surveys.

d. Logistics Data Management Office (LDMO) will:

(1) Receive and control all master catalog and management data from the US Army Catalog Data Agency (USACDA) and ASDA's to update the master data record (MDR). Receive and control the distribution of the Army master data file reader microfiche system file furnished by USACDA for use by the various depot activities.

(2) Schedule accomplishment of all catalog changes to the MDR to assure effective change dates are met. Notify appropriate depot elements for update of files, records, and stock identification.

(3) Receive and process supply management cards (DIC BKZ) from ASDA's affected by logistical transfers, capitalization or decapitalization, indicating retention and/or transfer of assets as applicable. Coordinate with ASDA's to determine whether all BKZ cards have been received and report discrepancies to the ASDA for appropriate action to protect the Army-owned assets.

Appendix N--Continued

(4) Review, analyze, coordinate, process, and control all item data changes to the MDR and conduct research necessary to correct rejected data. Advise of deficiencies.

(5) Review all items with on-hand balances identified with other than valid Federal stock numbers and take appropriate action with applicable NICP/ACMA/DSC (national inventory control point/Army class manager activity/Defense Supply Center).

(6) Research microfiche and catalogs to verify stock numbers found during location surveys or inventories to assure correct additions are posted to the MDR.

(7) Resolve with USACDA all errors and deficiencies found in the Army master data file reader microfiche system file or MDR concerning supply management data; e.g., unit price, financial inventory accounting (FIA) codes, unit of issue, manager, or recoverability.

(8) Maintain liaison with those services/agencies, ASDA's, ACMA's, and USACDA which initiate changes affecting the MDR.

(9) Prepare, control, and submit item identification data to the applicable ASDA (including management control numbers (MCN's)/manufacturer's code and part numbers, end item application, source of any previous stock number changes) requesting appropriate action.

Appendix N--Continued

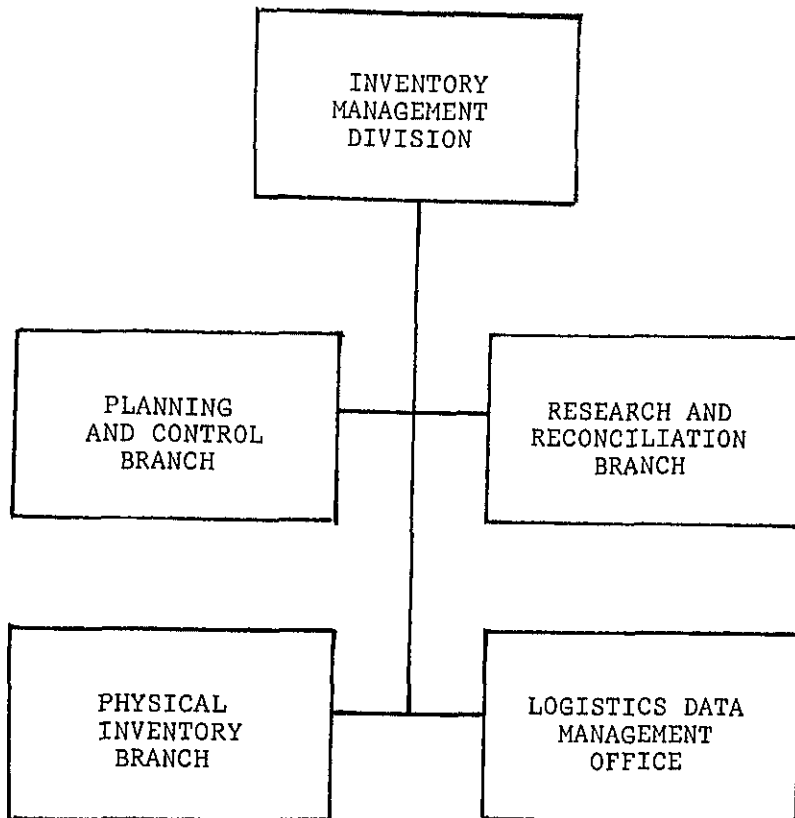


Figure N-1. Standard Organization for Depot Inventory Management Division.

INVENTORY PROCESSING TIME FRAMES

AMCR 740-17

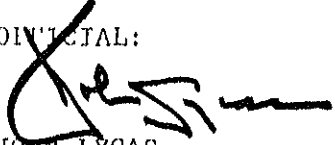
	1	5	10	15	20	25	30	35	40	45	50	55	60	65	70	75	80	85	90	95	100	105
A. <u>Depot Record Purification.</u>																						
1. Establish inventory controls. (See note.)																						
2. Accumulate in-float transactions.																						
3. Earliest date to pull first count cards.																						
4. Conduct first counts and reenter cards.																						
5. Earliest date to pull second count cards.																						
6. Conduct second counts and reenter cards.																						
7. Earliest date to pull third count cards.																						
8. Conduct third counts, post count validation research, and adjustment of custodial records.																						
9. Latest date to have the lot purified and ready for reconciliation.																						
B. <u>Maintenance of Reconciliation Controls (Depot and ASDA).</u>																						
1. First month.																						
a. Initial control date (2d).																						
b. Summary date (15th).																						
c. Last date to complete lot purification (25th).																						
d. Final control date (28th).																						
2. Second month.																						
a. Initial control date (2d).																						
b. Summary date (15th).																						
c. Last date to complete lot purification (25th).																						
d. Final control date (28th).																						
3. Lots for which step A9 above occurs during this period should be under reconciliation control during the second month.																						
4. Latest dates for depots to mail reconciliation tapes.																						
C. <u>ASDA Reconciliation, Research, and Adjustment.</u>																						
1. Process reconciliation tapes, conduct preadjustment research, and adjust accountable records.																						
2. Conduct complete causative research within 90 days after adjustment is processed (90-day period begins during this period).																						

Note. Day "1" is the day after the ZNJ card is processed to load the lot and establish inventory controls. This can be any day of the month.

AMCSU-T

FOR THE COMMANDER :

ORIGINAL:


JOHN LYCAS
Colonel, GS
Chief, HQ Admin Mgt Ofc

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